

Policy: Beginning of Term Attendance Policy

Effective Date: August 24, 2026

Purpose The Attendance Reporting Policy establishes institutional requirements for reporting student attendance or academic engagement at the beginning of each academic term.

The policy ensures compliance with federal financial aid regulations, supports accurate enrollment reporting, and promotes timely intervention for students who have not engaged in their coursework.

Scope This policy applies to all credit-bearing courses offered by Pierpont Community and Technical College, regardless of instructional modality, including face-to-face, online, hybrid, and dual enrollment courses.

Policy This policy defines faculty responsibilities for reporting student attendance or academic engagement during the opening weeks of an academic term and establishes procedures for administrative removal of students who fail to demonstrate attendance or academic engagement.

Section 1 Definitions

1.1 Academic Engagement

For purposes of this policy, academic engagement is defined as active participation by a student in an instructional activity related to the student's course of study. Academic engagement may include, but is not limited to:

- Attending a scheduled in-person class, laboratory, clinical, practicum, internship, or other instructor-led activity
- Submitting an academic assignment
- Taking an examination, quiz, assessment, or interactive tutorial
- Participating in an instructor-assigned discussion, academic activity, or group project
- Engaging in an instructor-initiated academic interaction regarding course content

Activities that do not constitute academic engagement include, but are not limited to:

- Logging into a learning management system without participating in an academically related activity
- Accessing course materials without demonstrating participation
- Participating solely in academic advising or other student support services

Section 2 Faculty Reporting Requirements and Procedures

2.1 Faculty Attendance Reporting Requirements

- Faculty members are required to verify student attendance or academic engagement during the first two weeks of each academic term.
- During the second week of the term, faculty shall report students who have not demonstrated attendance or academic engagement in the course.
- Faculty are responsible for applying attendance and academic engagement standards consistently and in accordance with institutional procedures.

2.2 Faculty Reporting Procedures

- Attendance reporting shall be completed through the College's designated reporting system by the published deadline.
- Faculty are responsible for maintaining documentation supporting attendance or academic engagement determinations.
- Failure to submit attendance reports by the established deadline may result in inaccurate enrollment reporting and financial aid compliance concerns.

Section 3 Student Responsibility

- Students are responsible for attending classes and/or demonstrating academic engagement beginning with the first day of the term.
- Failure to attend a course or demonstrate academic engagement does not constitute an official withdrawal.

Section 4 Oversight and Policy Review

This policy is administered by the Office of Academic Affairs in collaboration with the Office of the Registrar and the Office of Financial Aid. The policy shall be reviewed periodically to ensure compliance with federal regulations, accreditation expectations, and institutional reporting requirements.