

# ATTENDANCE

Regular attendance and participation in courses is expected. The class instructor will report the commencement of student class attendance after the census date of the class session. In online classes, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. The class instructor must demonstrate that a student has actively participated in class or was otherwise engaged in an academically related activity. Examples of such activity might include, but are not limited to, contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. The class instructor will determine what constitutes commencement of attendance and should record their policy in the class syllabus.

If a student enrolls in a class and is reported as not attending by the class instructor, the student will be automatically dropped from the class.

Procedures governing class attendance at LCCC allow each faculty member to establish attendance regulations, which they deem necessary for their particular course.

If attendance becomes impossible, students are encouraged to speak with their instructor immediately to communicate this concern and determine the best course of action, given the circumstances. In the event that a student can no longer attend the course or chooses to end enrollment in the course, the student must officially withdraw from the course via Canvas withdrawal or Enrollment Services.

Withdrawal procedures, as well as guidance for students prior to initiating a withdrawal, are described in the College Catalog enrollment section.

## Severe Weather Attendance

When severe weather strikes the area, students are advised to consider the conditions in their immediate area concerning the safety of travel. Conditions can vary significantly within the service area of the College and decisions regarding College operations are made on the general status of the overall service area. Students are responsible for their own safety and travel decisions. All coursework is also the responsibility of the student. A choice to be absent from a course for any reason does not exonerate students from the full responsibility to complete all prescribed coursework.

## Attendance and Impact on Forms of Aid

Students receiving veterans benefits are required to attend classes. Please refer to Veterans' Standards of Progress (<http://catalog.lorainccc.edu/admissions-enrollment/veterans/veterans-standards-progress/>) or contact the Department of Veterans Affairs Center in Enrollment, Financial and Career Services division for further information.

Students receiving Title IV Financial Aid (Federal Pell Grant, Federal Family Education Loan Program and Federal Work Study) are required to attend classes and will have their attendance verified by their class instructor. Please refer to Financial Aid (<http://catalog.lorainccc.edu/financial-aid-scholarships/>) section or contact the Student Financial Aid Office for further information.

Student attendance may be required through other programs in which the student is receiving benefits, both internal and external to LCCC. Examples may include public benefits, food assistance programs, unemployment/ skills training programs, etc. For this reason, students

should review all requirements under any program participation prior to withdrawal, especially those for which financial or other benefits are drawn.

## Faculty absence

In the event that a faculty member is not present at the usually scheduled class session, students must remain in the classroom for 15 minutes. At the end of that time, if the faculty member has not arrived and no special instructions have been received, students are permitted to leave class without penalty and should report to the division office for information.

## Course Access and International Travel

If traveling internationally (outside of the United States) while classes are in session, you will need to request assistance from the Helpdesk to be able to access to your courses, email, and other LCCC records:

- Contact Helpdesk ([helpdesk@lorainccc.edu](mailto:helpdesk@lorainccc.edu)) or 440-366-4351 at least one week advance notice (read below for emergencies)
- Include specific locations with travel dates for each location
- Students may need to demonstrate proof of travel, and dates (ie, airline ticket, visa, itinerary, etc)

LCCC recognizes some students have family and responsibilities outside of the United States and may need to travel internationally without a week's notice (in case of emergency). In case of emergency, where one week's notice of international travel is not possible, LCCC cannot guarantee a student will be able to access their courses or student records from abroad. In case of such emergency, students are encouraged to contact their professors directly prior to leaving the United States and should be aware that documentation may be requested to accommodate the absences, missed assignments, etc (in accordance with syllabus policies).