

QUINSIGAMOND COMMUNITY COLLEGE
REQUEST FOR BOARD OF TRUSTEES ACTION

COMMITTEE: Academic & Student Affairs

TITLE: Class Attendance Policy (revision)

DATE: November 19, 2003

Recommendation: That the Board of Trustees approve the proposed revision to the Class Attendance Policy.

Justification: The official policy on class attendance (attached), adopted by the Board on November 2, 1983, was in need of updating. The proposed policy revision updates both policy and procedure and reflects more accurately the informal version of the attendance policy that has appeared in the College's Student Handbook in recent years. This new policy has been approved by the Academic Affairs Committee, discussed at an All College Forum on October 7, 2003, and is hereby recommended by the All College Council, the Vice President of Academic Affairs, and the President. The proposed language is as follows:

Proposed Policy on Class Attendance: Students are expected to attend their scheduled classes. Each instructor includes his/her attendance policy in the course syllabus that is distributed to students during the first week of classes.

Attachments

April 23, 2003

TO: Academic Affairs Committee

FROM: Cathy L. Livingston

RE: Update to our Proposed Change to College's "Class Attendance"
Policy

We approved the following Proposed Policy on Class Attendance at our Academic Affairs Meeting on April 8, 2003.

Proposed Policy on Class Attendance:

Students are expected to attend their scheduled classes. Each instructor includes his/her attendance policy in the course syllabus that is distributed to students during the first week of classes.

The Motion on April 8, 2003 was to replace the Existing Policy noted herein with the proposed policy:

Existing Policy on Class Attendance (Excerpted from page 111 of the Student Handbook, 2002-2003):

Students are expected to attend their scheduled classes. Instructors will disseminate attendance requirements in writing to their students during the first week of class.

However, in checking the institutional records, it appears that the last formally adopted policy on class attendance dates back to November 2, 1983. Therefore, for record keeping purposes, I am requesting that we accept a friendly amendment at Academic Affairs Committee on April 29, 2003 to reconfirm our Proposed Policy as a replacement for the attached policy approved on November 2, 1983.

MEMORANDUM

TO: COLLEGE COMMUNITY

FROM: CLIFFORD S. PETERSON

SUBJECT: REVISED POLICIES ON CLASS ATTENDANCE AND EATING
AND DRINKING IN THE CLASSROOM

DATE: NOVEMBER 2, 1983

Upon the unanimous recommendation of the All-College Council, the following revised policies are effective as of this date:

Class Attendance

Instructors will formulate and disseminate attendance requirements in writing to their students during the first week of class and be responsible for maintaining such records as are necessary to monitor those requirements. All attendance records shall remain in the possession of the instructor. Upon prior notification of a legal requirement for maintaining the attendance record of a particular student(s), the faculty member shall be prepared to respond for a period of three years to inquiry regarding that student's attendance.

Eating and Drinking in the Classroom

Students and staff members shall be allowed to bring food and beverages into classrooms at the discretion of the instructor, provided that he/she assumes responsibility for insuring that no food or drink is left in the room following the class and that all containers, wrappers, and other refuse are disposed of properly.