



ATTENDANCE

Instruction, Library & Instructional Services

Policy Number: 2070

1.0 PURPOSE

Students who choose to attend Columbia Basin College (“CBC or the “College”) also choose to participate actively in the learning process offered by the College. In support of student success, students should attend all scheduled classes held and participate in all academic activities associated with the courses they enroll in. This Policy is intended to complement and not supersede reasonable accommodation for a disability as approved by the Disability Support Services Office.

2.0 AUTHORITY & SCOPE

2.1 Authority: RCW 28B.50.140.

2.2 Scope: This Policy applies to all CBC students.

3.0 DEFINITIONS

3.1 Academic Activities include but are not limited to attending synchronous class, lecture, recitation, or field laboratory activity, physically or online; submitting an assignment; taking an exam; participating in an interactive online activity or discussion; and communicating about academic matters with an instructor. Simply logging into an online class without further participation is not included.

3.2 Attendance refers to the action or state of going to or being present in class and participating in the academic activities that are part of the learning environment.

3.3 Face-to-Face Classes refer to classes that require students to be physically on campus for the scheduled period of instruction. These classes may use the College Learning Management System to augment the instruction that happens in the classroom or lab.

3.4 Online Learning Classes refer to the online education of students who are not required to physically be on campus for their learning. These are primarily taught using the official College Learning Management System.

3.5 Online Attendance refers to participating in academic activities and communicating with online faculty members.

3.6 Hybrid Class refers to a course taught with some combination of face-to-face instruction and an online component to the student learning experience.

4.0 ATTENDANCE POLICY

4.1 Responsibilities of the Student

4.1.1 Students are expected to attend all face-to-face class sessions and participate in academic activities designed within online learning or hybrid classes;

- 4.1.2 Students in online learning classes need to participate in academic activities within the College Learning Management System during the first week of an academic term to be most likely to succeed in the class. Students who have not participated in academic activities by the 10th day of fall, winter or spring quarters or by the 8th day of summer quarter of scheduled classes should be withdrawn from the class using the college's "[10th Day Roster](#)" process;
- 4.1.3 After the processing of the withdrawals using the "10th Day Roster" process and up to the 40th day of fall, winter, spring quarters ((27th day of summer quarter), students may be withdrawn from classes at the discretion of the individual faculty member, per the attendance guidelines stated in the syllabus; and
- 4.1.4 Students must consult individual course syllabi or addenda for attendance requirements for all face-to-face, hybrid and online classes.

4.2 Rights of the College

- 4.2.1 On or before the 40th day of fall, winter, or spring quarter or the 27th day of summer quarter, individual CBC faculty members have the right to withdraw a student for:
 - 4.2.1.1 Excessive absences in face-to-face classes, when a guideline is clearly stated in the syllabus or addendum;
 - 4.2.1.2 Not participating in academic activities within an online learning course by the 10th day of fall, winter, or spring quarter or by the 8th day of summer quarter of the academic term;
 - 4.2.1.3 Not participating in academic activities, or communicating with faculty members for more than one week during an academic term as described in the syllabus or addendum. This expectation of attendance and participation is the same, no matter what the mode of instruction: face-to-face, hybrid, or online; and
 - 4.2.1.4 A student may be withdrawn from hybrid classes due to either excessive absences from the face-to-face portion or lack of active participation in the online portion of the course as described in the syllabus or addendum for the class. Faculty members need to be clear in their expectations of both parts of a hybrid class in the syllabus or addendum.

4.3 Contacts

- 4.3.1 Any questions about attendance and expectations should be asked of individual faculty members after consulting the official syllabus or addendum.

5.0 FORMS & OTHER RESOURCES

Student Responsibilities, [WAC 132S-90-020](#)
[Office of Disability Support Services](#)

6.0 HISTORY & POLICY CONTACT

6.1 Originated: 03/2023

6.2 Revised: 07/1998, 03/2006, 08/2014, 03/2023, 05/2023

6.3 Proposal Date: 03/03/2023

6.4 Policy Review: 03/03/2023

6.5 Promulgation Date: 04/03/2023

6.6 Responsible Administrator: Vice President for Instruction