

*Policy Series 6000*  
*Policy 6010*  
**Procedure 6010.18**

**Class Attendance**

Only registered students may attend and participate in NWCCD classes. Regular class attendance and participation are expected of all students attending NWCCD so they may fully benefit from the educational experience and maximize their opportunities for success. However, per the definition of the US Department of Education (DOE), NWCCD is not defined as an attendance taking institution. Missed work due to absence may be eligible for makeup at the discretion of the instructor. The student is responsible for initiating contact with the instructor, giving the reason for being absent, and requesting a make-up assignment. The attendance policy described in the syllabus is the official policy for that class.

Students receiving federal financial aid must regularly attend class and actively participate in their coursework in order to earn their federal aid. Students failing to do so may be held liable for returning federal financial aid funds.

Students who have not attended class at least once within the first seven calendar days from the start of the class for full 15 week semester courses will be dropped from the attendance roster as “never attended.” The attendance roster for online classes is determined by the submission of academic work or participation of a student in the online classroom. Students identified as “never attended” may be subject to a recalculation of financial aid eligibility. Attendance roster deadlines are prorated for classes meeting less than a full semester. Instructors may request within the first 80% timeframe of the course that a student be officially dropped or withdrawn from a class due to non-attendance or failure to participate. (See *Procedure 6010.19: Add and Drop/Withdraw Procedure* and *Last Procedure 5041.31: Last Day of Attendance*)