

## ATTENDANCE

### I. Procedure

Attendance is required to be taken by faculty as follows:

#### A. On-Campus Class

Attendance must be taken for on-campus classes and entered into MyWDT the same day the class meets.

- A student must either be in class or have engaged in an academic activity to be counted as present or absent-excused. Examples of engaging in an academic activity include but are not limited to handing in an academic activity, contacting the faculty member with an academic-related question, attending an academic competition, and participating in an academic activity with a study group or tutor.

#### B. Faculty-Led Clinical

Attendance must be taken for faculty-led clinicals and entered into MyWDT the same day the clinical meets.

- A student must either attend clinical hours or have engaged in an academic activity to be counted as present or absent-excused. Examples of engaging in an academic activity include but are not limited to handing in an academic activity, contacting the faculty member with an academic-related question, attending an academic competition, and participating in an academic activity with a study group or tutor.

#### C. Online Class (Distance Education)

Attendance must be taken for online classes and entered into MyWDT every day through 80% of the Drop Period for the course as posted by the Academic Calendar.

- A student is counted present on the days in which he/she has engaged in an academic activity.
- Activities that do qualify as academic engagement include attending a synchronous academic activity where there is the opportunity to interact with the instructor, submitting an academic assignment, taking an assessment, participating in interactive computer-assisted instruction, participating in a study group, group project or online discussion, or interacting with the instructor about academic matters.
  - Logging into a course and/or posting an introduction on the discussion board do not qualify as an engagement activity.
- Attendance must be taken and entered into MyWDT every Wednesday after the Census Date.

- A student is counted as present if he/she has engaged in the course sometime within the last week (Wednesday to Wednesday).
- WDTC online courses are required to provide faculty-initiated, regular, and substantive interaction between faculty and students.
  - Interactions must be initiated by the instructor.
  - Interactions must be scheduled and predictable.
  - Interactions must be academic in nature and relevant to the course.

D. Internship/Preceptor-Led Class

Attendance must be taken for internship / preceptor-led classes every day through 80% of the Drop Period for the course as posted in the Academic Calendar.

- A student is counted as present on days in which he/she has engaged in an academic activity.
- Activities that qualify as engagement include submitting an academic activity including setting up the internship or completing required paperwork, working at the internship, and engaging with the instructor regarding course content.
- Attendance must be taken and entered into MyWDT every Wednesday after the Census Date.
  - A student is counted as present if he/she has engaged in the course sometime within the last week (Wednesday to Wednesday) or if he/she has completed all requirements of the internship and earned a final grade.

## II. Definitions

- A. “On-Campus Class” means the course is scheduled at a designated time on the WDTC campus or approved off-site location in a face-to-face format.
- B. “Faculty-Led Clinical” means the course is scheduled off-campus at an industry facility under the direction of a WDTC faculty member.
- C. “Online Class” means the course is scheduled to be facilitated through distance learning via WDTC’s Learning Management System (LMS).
- D. “Drop Period” means the period of time within a semester a student is allowed to drop a class without being charged tuition and applicable fees and without the class being documented on the transcript. Typically, the drop period is 10 days for a full-term fall/spring course and 5 days for an 8-week summer/subterm course.

- E. “Faculty Initiated” means faculty are required to guide the flow of the course learning activities and to actively initiate interaction and communication with students as individuals and groups.
- F. “Regular Interaction” means that faculty are actively engaged in the online course activities no less than several times a week, responding to student correspondence within 24 hours and grading with meaningful feedback within 72 hours excluding weekends and holidays.
- G. “Substantive Interaction” means that interactions must be of an academic nature that furthers the learning or the assessment of learning. Providing feedback and comments on assignments, projects, and tests and actively participating in the discussion board with students is considered substantive.
- H. “Internship/Preceptor-Led Class” means the course is scheduled off-campus at an industry facility or jobsite under the direction of an employee (preceptor) from that facility/company.

Legal References: 34 CFR 668.2 (b); (Higher Education Opportunity Act, Pub.L. 110-315, 122 Stat. 3078, codified as amended at 34 C.F.R. §600.2

Board Approved 4/06/2020; Committee Reviewed 1/31/2022; Committee Reviewed 7/9/2024