

Procedure for Attendance Documentation for Students in Internet Classes at Durham Technical Community College

The North Carolina Administrative Code, Title 23, specifies "for those classes identified as non-traditional delivery, student attendance in class or in an orientation sessions, submissions of a written assignment or submission of an examination, is the basis for the determination of class membership at the 10 percent point of the class."

For those classes that are taught online, the instructor should mark the "attendance" of students by designating a weekly lesson, class assignment, and/or discussion forum participation as indicating an "attendance" for the class. For example, a student could be marked as "attending the class" if s/he has completed a specified number of postings in a discussion forum or submitted a specified assignment via email. There should be a time deadline (such as 9pm each Friday evening) clearly designated in the attendance information.

All syllabi for online classes should specify the attendance procedures for the class. In accordance with the Durham Tech policy that students are responsible for their own drops from classes, students should not be dropped from the class by the instructor but should be informed that they will receive the "F2" grade for attendance below the 85% point. As in all Durham Tech classes, there are no "excused absences."

Most people indicate **one** absence per week for a total of 16 possible attendance dates. The FTE form should reflect one possible attendance "day" per week for a total of 16 "class periods." If you must designate more than one "day" per week, be sure the FTE form reflects the exact number of class "days" you have designated. For purposes of reporting attendance to the state, the Durham Tech business office would prefer that you use the one "day" per week attendance designation. Also, your FTE form should reflect the number of "class hours" per week for your class. For example, if you are teaching a three hour class, each of the 16 "days" of the course should show a three hour time period:

	3	3	3	3	3	
	1/12	1/19	1/26	2/2	2/9
student #1	E			X		
student #2	E		X			
student #3	E				X	

Here are some samples from actual syllabi of online classes for your review.

"...I will check your attendance to the class by checking your postings and responses to assignments (remember to respond promptly and no later than Sunday midnight) to be accounted present for the week."

"During the dates listed for an assignment, you will attend class by using your web browser to go to our Class Discussion Board and post (type in) your answers and

responses to the questions/exercises from assigned readings. Be sure to post your answers/responses before 9 pm on the last day of the assignment."

"The college has an 85% attendance requirement; there are no excused absences. Absences are counted from the first scheduled class meeting. A student who misses more than 15% of the scheduled classes may receive an F..." (For a 16-week online class, this means that a student who fails to post the weekly assignment for 3 separate weeks may receive an F grade for the class, due to lack of attendance.)