

Page 51 Strikethrough the Class Attendance Policy

Page 42 Add policy after “Adding/Dropping/Withdrawing Courses”

### Attendance and Academic Engagement Policy

Students are expected to be present in class to assure the effectiveness of the educational process. Students obtain information, insights and differing perspectives from class sessions. It is also expected that students will contribute to class discussion and content. Because of this, attendance will be documented by the Faculty for that course. If a student will be absent, it is a courtesy to notify their instructor via email or phone prior to or on the same day of absence.

The Trinity College of Florida attendance policy set forth by Federal regulations is that a student will be deemed inactive after 14 days of absence or zero academic engagement in the course OR during the add/drop period. *This does not include group excused absences for college events such as athletics or touring groups, which must be secured by the coach or team leader in advance of the absence.*

The College defines attendance and academic engagement as follows:

#### **Academic Attendance**

- “Academic attendance” and “attendance at an academically-related activity” must include academic engagement.
- A determination of “academic attendance” or “attendance at an academically-related activity” must be made by the institution; a student's certification of attendance that is not supported by institutional documentation is not acceptable.

#### **Academic Engagement**

Active participation by a student in an instructional activity related to the student's course of study is defined by the institution in accordance with applicable requirements of its State or accrediting agency and includes, but is not limited to the following:

- Attending a synchronous class, lecture or course activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;

- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters

Academic engagement does not include, for example, any of the following—

- Living in institutional housing;
- Participating in the institution's meal plan;
- Logging into an online class or tutorial without any further participation; or
- Participating in academic counseling or advisement.

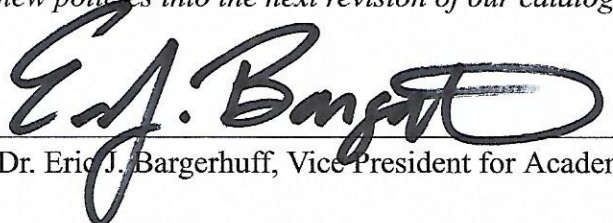
If a student has been designated as inactive, with 14 days of zero academic engagement or attendance during the course OR during the add/drop period, the faculty member will notify the Registrar's office using the Inactivity Formstack form. During the course's add/drop period, the student's inactivity will result in an administrative withdrawal. If the student is inactive after the course's add/drop period, the student's inactivity will result in a possible course withdrawal, which will remain on the student's academic transcript. If a student is absent from more than 25% of the course, this will result in the student receiving an automatic "F" failing grade and a Failing Grade form will be submitted to the Registrar's Office by the Faculty of that course.

Page 122-123 for Quest, strikethrough policy titled "Adding / Dropping / and Class Withdraw" AND "Class Attendance" and state that both policies are listed on page 41-43 of the academic catalog.

Catalog Addendum for Failing Grade Policy, Page 43 before Grade Forgiveness

If at the end of the semester, a student has received a final grade of "F" in a course, the faculty member for that course must fill out the Failing Grade form. This form will notify both the Registrar and Financial Aid office. This must be completed for every student who has received a final grade of "F". The Faculty member is to indicate the last date the student attended or was active in the course. This will affect the student's Title IV Financial Aid.

*I, Eric J. Bargerhuff, do hereby certify this addendum to be true and correct in content and policy. Our institution will adopt this addendum, effective 12/11/2024, and will incorporate these new policies into the next revision of our catalog.*



Dr. Eric J. Bargerhuff, Vice President for Academic Affairs

**12-12-24**

Date