CIEP Attendance Policy: Guidance for Instructors

According to the CIEP Probation Policy in the CIEP Student Handbook:

| Regular attendance in the CIEP is having 100% attendance in your class and lab time. Attendance is mandatory for both class and lab. In the CIEP, if you attend less than 80% of classes and lab time, you will be put on probation. In other words, you are missing 22 hours or more of your lecture class, and/or 7 hours or more of your lab class. |

According to the CIEP Staff Handbook:

| Attendance must be taken for every student for every class during the session including field visits outside of the classroom such as a library tour or computer lab session. In addition, the total number of absences (by class hour) should be recorded with the final grade report. |

Tardies
If a student arrives late 1 to 15 minutes, they should be marked as tardy. Any student who arrives more than 15 minutes late to a class should be marked as absent for the hour. It is also important to remember that three tardies is the same as one absence.

Absences
Students who miss tests and homework are still responsible for them despite being absent. Therefore, if a student is absent and misses a test, presentation, or composition paper, he or she is still accountable for missed material. Even though attendance is not part of the final grade, it is assumed that poor attendance will lead to poor performance in class, affecting the student’s grade accordingly. It is up to the individual teacher to set a makeup policy for the class and to state the policy in the class syllabus.

Hybrid Classes: CIEP classes may be hybrid—this means that there may be a face-to-face and online component for the same course. During Zoom meetings for lectures and labs, attendance will be taken every hour. Students are counted “present” if you have your camera on and are participating in class. If students do not turn your cameras on or participate in class, you are counted “absent” for the hour.

Student Illness
If a student knows they will be absent for several classes, they need to inform the Office Staff, who, in turn, informs the Director. If a student stops attending class and is absent for five consecutive class meetings or more, the staff member should notify the Director.

Further Guidance:

Recording Grades
Attendance must be taken by the classroom instructor and lab instructor. Attendance and/or absences should be recorded in whole hours, which will then be reported to the office during midterm and final grade reporting. For example, if a student comes one hour late to a three-hour class, their attendance is recorded as two hours present, one hour absent. In students’ grade reports, they will be given their absences in both hours and days. For example, if a student has a total of 49 class hours absent, they will be told they have 49 hours/16.3 days of absences.
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Canceling Class
An instructor may cancel class and leave if no students have arrived after 30 minutes. Students are responsible for any work they may miss due to absences.