ATTENDANCE POLICY

Policy Id:
Reg.002 – Attendance Policy

Contact:
Office of Registrar

Last Modified:
May 15, 2013
ATTENDANCE POLICY

GENERAL ATTENDANCE POLICY
Students are expected to regularly attend the courses for which they are registered for. As part of their syllabus distributed to students at the beginning of the semester, faculty members should specify an attendance policy for the class. Faculty members are also required to maintain a record of attendance that must be submitted to the Registrar’s Office. Students who fail to substantially fulfill attendance requirement may receive academic penalty appropriate for the course work missed and these grades may affect financial aid awards. Students who stop attending courses during the semester are generally assigned WU grades (Withdrawn Unofficially). This grade constitutes a failing grade computed to the cumulative grade point average and could result in the loss of financial aid received.

FINANCIAL AID ATTENDANCE POLICY
The College is required to prove that students who are receiving Federal Financial Aid are in attendance in their classes at least once by the third week of classes. Attendance is determined by having the faculty members complete attendance rosters for this period. Students who are found not to be in attendance will have their financial aid disbursements withheld until it can be established that they have attended at least one class session. In such cases, students will be mailed an attendance verification notice that needs to be completed and submitted to the Office of Jay Express Services.

REMEDIAL COURSE ATTENDANCE POLICY
Students in remedial or developmental courses must maintain regular attendance in order to be permitted to take the final examination. Students who miss more than twice the number of classes that meet during a regular week in the semester may not pass the course and in most cases are ineligible to take the final examination.

ENROLLMENT VERIFICATION
The information received from the John Jay College Webgrade System is used to determine the students’ attendance dates and financial aid eligibility. The college is also administratively responsible to keep attendance records for audit purposes. Enrollment Verification and access instruction are distributed to faculty members via email at the beginning of each semester. Faculty should check their John Jay faculty email or their department assistant for information.