



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Class Attendance	FC-I	6	8/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
Instruction	Attendance	FC	8/26/2025

PURPOSE

This procedure addresses the attendance taking requirements at the College, an important function in tracking our students' performance

PROCEDURE

Section I. Definitions

For the purpose of this procedure the following definitions are provided:

- **Attendance**: Physical attendance or participation in an academic related activity in accordance with the policies/guidelines of the class as outlined in the course Instructor Plan.
- **Course Census Date**: The official day of record that is used to determine course enrollments to be reported to the Texas Higher Education Coordinating Board. The typical course census date for 16-week fall and spring semesters is the 12th class day; for 8-week fall and spring semesters, the 6th class day; for 6-week summer semesters, the 4th class day; for 9-week summer semesters, the 7th class day; for 11-week summer semesters, the 8th class day; and for winter or summer mini semesters, the 2nd class day.
- **Drop**: If on or prior to the course census date a student is removed from the course without a grade, the removal does not affect the student's six-course withdraw limit nor does it appear on the student's academic transcript.
- **Participation**: The completion of an academic related activity, in accordance with the policies/guidelines of the class as outlined in the course Instructor Plan.
- **Recording Attendance**: Student attendance and absences will be recorded from the first official day of the class through the last official day of the class.

- Withdrawal: If after the census date a student is removed from the course and given a final grade of a “W” for the course, the withdrawal is included in the six-course limit unless (1) the student withdraws from all courses or (2) the withdrawal is an approved exemption.

Section II. Attendance Process

- A. Responsibility for class attendance rests with the student. Regular and punctual attendance is expected of all students and each instructor will maintain a complete record of attendance. Students who stop attending class for any reason, or choose to be withdrawn for any reason, should contact the instructor to officially withdraw from the class. Failure to officially withdraw may result in a failing grade for the course.
1. Students will be permitted to make up class work and assignments missed as outlined in the course Instructor Plan due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as allowable under Texas Law and Texas Administrative Code. In all other cases, the instructor has the prerogative of determining whether a student may make up work missed.
 2. The student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so in a timely fashion. Communication between the student and instructor is important, and it is the student's responsibility to initiate such communication.
 3. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.
- B. Dropped on or Before Course Census Date: If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course Instructor Plan as of the day before the course census date, faculty are required to drop students from their class roster by 11:59 pm on the course census date. A student's financial aid will be re-evaluated accordingly, and the student will receive funding only for those courses attended as of the course census date. Students who have documented proof of attendance may be eligible to have their enrollment and financial aid reconsidered.
- C. Withdrawal After Course Census Date but Before Official Withdrawal Date of the Course: After the official census date of the course, instructors may choose to withdraw students for nonattendance in accordance with the policies/guidelines of the class as

outlined in the course Instructor Plan. If the student is withdrawn prior to the official withdrawal date of the course (typically the 60% point in the semester), the student will be withdrawn from the course with a grade of W. The instructor, working with the Registrar's Office, may reinstate the student if satisfied that the student will resume regular attendance and will complete the course.

1. When withdrawing a student, faculty must include the student's last date of attendance per Title IV requirements.
2. The student should check MyMCC to verify the withdrawal was processed.

D. Withdrawal After Official Withdrawal Date of the Course: After the last date for student-initiated withdrawals (60% point in the semester), instructors may choose to withdraw students in accordance with the policies/guidelines of the class as outlined in the course Instructor Plan. The instructor can choose to withdraw the student if the student is passing OR assign the **final** grade the student earned at the end of the semester after grades have been updated to reflect missing work.

1. When withdrawing a student, faculty must include the student's last date of attendance per Title IV requirements.
2. It is the responsibility of the professor to process a withdrawal through MyMCC as soon as possible or prior to the last class day of a semester. The effective date for withdrawing from a course is the date the withdrawal is processed.
3. The student should check MyMCC to verify the withdrawal was processed.

A student can choose to completely withdraw from all enrolled courses after the 60% point in the semester, however the student must contact Student Records and Registration to initiate the withdrawal process and to receive counsel on potential consequences or impacts.

- E. Developmental Education Courses: Students enrolled in mandated developmental classes based on MCC's developmental education plan must adhere to attendance requirements as established by developmental education guidelines. Students who are required by the Texas Success Initiative to take a developmental course(s) will be required to follow the attendance guidelines in effect at the time of the student's enrollment in the developmental course(s). Students who are dropped or from mandated developmental course(s) prior to the census date may be administratively dropped by the Director, Student Records for TSI violation.
- F. Special Attendance Guidelines: Programs such as but not limited to Cosmetology and others within Health Professions, may have departmental attendance guidelines due to clinical requirements or requirements of approving agencies. (Appropriate departmental policies and handbooks provide details.)



Section III. Six Course Drop Restriction

McLennan Community College will comply with the Texas Education Code Section 51.907 in regard to the limitations on the number of courses that may be dropped under certain circumstances by undergraduate students.

- A. **Affected Students**: Students who enroll at MCC as entering freshman or first-time college students may not withdraw from more than six courses. The six-course limit does not apply to students who:
- Were enrolled in college courses prior to the fall 2007 semester.
 - Have completed a baccalaureate degree at any accredited public or private institution are not subject to the six-course limit. The six-course limit includes courses taken at MCC or any other Texas public institution of higher education.

Transfer students will be allowed to withdraw from courses prior to receipt of all of their transcripts from institutions previously attended during their first semester at MCC. Transfer students will not be allowed to register for subsequent semesters until transcripts from all institutions previously attended are received and processed by MCC

- B. **Student Tracking & Limit Notification**: The College's student information system will track the number of withdrawals a student has toward the six-course limit. If a seventh withdrawal is attempted the student:
- Must remain in the class and receive a grade of A, B, C, D, F, or I and will not be able to receive the W or withdrawal grade.
 - Will not be due a refund of tuition and fees.

The number of courses withdrawals that a student has acquired toward the six-course limit will be posted on the student's official transcript.

- C. **Student Exceptions and Exemptions**: All courses withdrawn after the semester census date are included in the six-course limit unless (1) the student withdraws from all courses or (2) the withdrawal is an approved exemption.

Students who wish to request to be exempt from the requirements of the six-course withdrawal limitation for the reasons listed below must complete the Request for Drop Exemption form and provide the required documentation to the Office of Student Records as soon as possible or by the end of the next long semester.

Reasons include:

- The student experiences a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course; required documentation for this exception is a statement from a health provider.
- The student becomes responsible for the care of a sick, injured, or needy person if the provision of care affects the student's ability to satisfactorily complete the course. Required documentation for this exception include: a statement from health provider regarding illness of the person being cared for; a statement from the sick, injured or needy person regarding the student's role as the care-giver or, in case of a child, statement from the student.
- There is a death of a member of the student's family or someone who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause. Required documentation for this exception include: death certificate, obituary from funeral home or copy of funeral program.
- The student or a member of the student's family or a person who is otherwise considered to have a sufficiently close relationship to the student is called to active duty service as a member of the Texas military forces or armed forces of the United States; Required documentation for this exception are Military Orders.
- There is a change in the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course. Required documentation for this exception is a letter from employer
- The College determines other good cause for the student to drop the course

For purposes of this section, a "member of the student's family" is defined to be the student's spouse, child, grandchild, father, mother, brother, sister, grandmother, grandfather, aunt, uncle, nephew, niece, first cousin, step-parent, step-child, or step-sibling; a "person who is otherwise considered to have a sufficiently close relationship to the student" is defined to include any other relative within the third degree of consanguinity, plus close friends, including but not limited to roommates, housemates, classmates, or other persons identified by the student for approval by the college on a case-by-case basis.

A student who withdraws from a course under the exception provided in Section III.C. will be permitted to withdraw from one additional course if the student:

1. has reenrolled at the College following a break in enrollment from the College or another institution of higher education covering the 24-month period preceding the first-class day of the initial semester or other academic term of the student's reenrollment; and
2. successfully completed at least 50 semester credit hours of course work at an institution of higher education before that break in enrollment.



The number of course withdrawals a student acquired while enrolled during the 2020 spring semester or summer term or the 2020-2021 academic year because of a limit of in-person attendance at MCC due to the coronavirus disease (COVID-19) pandemic, will not count toward the six-course withdrawal limit.

- D. Course Inclusions: In general, all undergraduate courses offered by the College are to be included in the six-course limit unless otherwise stated in Section III.C. of this procedure.
1. A course recorded on a transcript by a Texas public institution but taken at an out-of-state location, or by distance learning by a student outside of Texas should be included in the six-course limitation.
 2. Courses comprised of lecture and a required laboratory should be counted as one withdrawal whether or not identified as separate courses or as separate sections of a course.
- E. Course Exemptions: The following courses or hours are exempt from the six-course drop limit:
- Courses taken by students while enrolled in high school – whether for dual credit, early admission, or for college credit;
 - Courses dropped at private or out-of-state institutions;
 - Continuing education or non-credit courses;
 - Developmental courses that do not generate academic credit that could be applied to a degree at the College if the course work is within the 27-hour limit (Texas Higher Education Coordinating Board Chapter 13.107 – Institutions will not submit for formula funding any hours for remedial and developmental courses for which the student has exceeded 27 hours of remedial and developmental courses in a public community college, public technical college, or public state college.);
 - Withdrawals approved under Academic Fresh Start starting in fall 2007 and in subsequent semesters will not be counted toward the six-limit drop limitation;
 - Non-funded courses;
 - Courses which meet the definition of complete withdrawal; and/or
 - Courses dropped prior to the census date.