

Establishing Attendance Form

POLICY

Cox College is responsible for demonstrating that students are either present at a virtual class, lecture, or recitation with a real opportunity for interaction *or* academically engaged in an asynchronous activity throughout the period and counted as attended. Clock hours can be earned synchronously (with both instructor(s) and students present) or asynchronously (where only the student is online and academically engaged). Engagement is defined for both the student and the instructor.

Active participation by a student in an instructional activity related to the student's course of study that—

- Includes, but is not limited to—
 - Attending a synchronous class, lecture, recitation, or field or laboratory 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; and
- Does not include, for example—
 - Logging into an online class or tutorial without any further participation; or
 - Participating in academic counseling or advisement.

Please indicate below if you had a student who was **not** present at least once during the first two weeks. Attendance is not required.

Course Name and Section: _____

Faculty Name: _____

Student Information:

Please list any student who was registered for your class but did not attend or participate during the first two weeks of class:

Professor Signature:

Professors Signature: _____

REG.	Date Received:	Year/Semester Change Effective:	Signature
	<input type="checkbox"/> Copy of Form submitted to FA, VA, & Bursar <input type="checkbox"/> Entered in SIS by:		Date