Criteria used to Identify Attendance/Participation

A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity.

Attendance/Participation is defined as:

- physically attending a class/lab where there is an opportunity for direct interaction between the instructor/parapro and students
- participating in online requirements (including online discussion boards, blogs, etc.)
- submitting an academic assignment in class or online
- taking a quiz or exam in class or online, completing an interactive tutorial, or participating in computer-assisted instruction

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate attendance by the student.

- When issuing a failing course grade, use the above definitions to determine Last Date of Attendance.
- Kirtland will use the official withdrawal date as the student’s Last Date of Attendance for unofficial withdrawals and the issuing of failing grades.

• LDA= Last Date of Attendance is reported in MyKirtland.

Kirtland Community College’s definition of attendance/participation was developed in accordance with the current Federal Student Aid Handbook.