



The Texas A&M University System
The Texas A&M Engineering Extension Service

Standard Administrative Procedure

SAP 13.99.99.99.03 - Course Attendance Requirements

Approved: January 9, 2019

Next Scheduled Review: January 9, 2024

Summary

This document defines the TEEEX attendance policy for face-to-face, avocational courses that fall under the Department of Education (ED) accreditation grant. Attendance requirements for custom client courses are established with the customer. Vocational course attendance requirements are found in the applicable course catalogs. Attendance requirements for eLearning courses are identified within the course description.

Definitions

Accreditation Grant – Courses that are approved by ACCET (ED accreditation body). Courses that *do not* fall under the grant include custom courses, TX-TF1 courses, Qatar courses, and technical assistance.

Avocational Course – A course designed for professional development and enhancement.

Cancellation – A participant who does not attend class after registration, but does provide a notification that he/she will not be attending prior to the course.

Custom Client Course – A course that is customized to meet the specific learning objectives identified by the client.

Dismiss – A type of withdrawal instituted by TEEEX due to the participant's failure to meet one or more of TEEEX policies.

Family Educational Rights and Privacy Act (FERPA) – a federal law that protects the privacy of participant education records.

Vocational Course – A course/program designed to prepare participants for gainful employment in a recognized occupation.

No show – A participant who never attends class after registration and fails to inform TEEEX that he/she will not be attending.

Withdrawal – A participant who attends a portion of the course, but does not complete the course/program.

Requirements

1. Minimum Attendance Standards for Completing a Course

Class attendance is an essential part of the education process and participants in TEEC courses are expected to attend all class sessions and field exercises.

Each TEEC course must have an established attendance policy requiring participants to attend a minimum of 80% of the course hours. In some cases, federal, state, licensing, certification boards, or the objectives identified in the course will require a higher attendance percentage, which is allowed within this policy and must be established by the program and/or training manager.

Attendance and participation are components of successful course completion. In addition, some courses may require evaluation or other forms of assessment. Participants that do not complete the required minimum attendance hours and other course completion requirements (where applicable) will not receive a TEEC course completion certificate.

Class instructors are responsible for the management and documentation of attendance.

2. Communication.

Course attendance requirements must be communicated to participants to ensure awareness of the expected attendance. Training Managers must ensure all forms of communication are consistent for each course and are updated as requirements change. Below are forms of communication to participants:

- Course Descriptions – Course Descriptions, on teex.org, include the applicable attendance policy
- Online Registration - When registering online, participants are provided the attendance policy at the time of registration.
- Course Confirmation Letters - Course confirmation emails / letters include the attendance policy, or link to the course description that includes the applicable attendance policy.
- Participant Information Form – The TEEC registration form includes a statement of affirmation that the participants have read and understand the attendance policy.
- Participant Manual - Mod 0 includes the applicable course attendance policy that specifically identifies the number of minimum hours of attendance (e.g., if an attendance policy is 80%, participants can miss no more than 2 hours of a 10 hour course).
- Instructor Communication – Instructors review the attendance policy with the participants the first day of class.
- Participant Handbook – The participant handbook includes a reference to the attendance policy

3. Tracking Attendance

Class instructors must use a sign-in sheet to track that participants meet minimum attendance requirements.

Class deliveries using alternative methods to track attendance, e.g. barcoding systems, must have a mechanism in place to access data to ensure participants meet minimum attendance requirements.

4. Inform Participants or Third Party Auditor of Attendance Status

The sign-in sheet will allow participants to be kept informed of their attendance progress, as well as allow a third party auditor to ensure policy compliance.

Class deliveries using alternative methods to track attendance, e.g. barcoding systems, must have the ability to provide participants or third party auditors attendance records.

5. Tardiness and Early Departure

Participants are expected to be present and ready for instruction at the scheduled time. A tardy is considered a 15 minute or more late arrival for the scheduled start time; an early departure is leaving more than 15 minutes before to the instructor releases the class.

The instructor will monitor and counsel participants on their tardiness/early departure to ensure participants comply with the stated attendance policy.

The time a participant misses due to tardiness and/or early departures is documented on a class report, such as Training Delivery Report (SES-16). To avoid an incomplete in the course, the time missed cannot violate the minimum hours of attendance required by the course attendance policy.

6. Excused Absences

Avocational courses do not allow for excused absences.

7. Make up Work

If a participant misses a portion of the course, it is the participant's responsibility to contact the instructor, before the end of the course they are attending, to determine if and/or how missed work can be made up. The instructor will evaluate, on a case-by-case basis, whether or not the missed instruction can be made-up. In some cases, make-up work will not be available (due to equipment/facility needs) and the hours missed will be deducted from their attended hours.

Make up work must not interfere with the other scheduled class hours/activities, and must be completed by the end of the course or within the maximum timeframe identified by the instructor.

8. No Show, Withdrawal, and Dismissal of Participants

Participants that no show, withdraw, or are dismissed will be identified in the class records. See the definitions section of this document for more information about how these terms apply.

9. Documentation of Counseling

Class instructors or training managers must document counseling related to absence, tardiness, early departure, or make up work. This documentation should be completed on a class report, such as Training Delivery Report (SES-16), and maintained with the class records. To ensure participant's privacy (FERPA), counseling should not be documented where other participants are able to view.

10. Dispute Resolution

Participants who would like to appeal their attendance status may do so following the TEEEX Participant Complaint and Appeals SAP.

Related Statutes, Policies, or Requirements

TEEX Forms: Training Delivery Report (SES-16)

ACCET Reference: Standard II A, B

Office of Responsibility

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