

Class Attendance and Participation RVC Administrative Procedure (4:20.030)

This procedure guides the College's expectations of class attendance and participation.

Purpose

Regular and consistent class attendance is an essential part of successful learning for students. Students are expected to promptly attend class and participate in all class meetings. Students are responsible for information class instructors of unavoidable absences.

Scope

Class attendance and participation applies to students who are enrolled in credit-bearing programming.

Department and Primary Point of Contact Involved

Department: Academic Affairs

Primary Point of Contact: VP of Academic Affairs/CAO

Definitions

Enrollment Verification Report (EVR)

The report that is submitted to the Illinois Community College Board after the census date of the course, which confirms students who have been actively engaged in the course.

Procedure

Students enrolled in courses are expected to be actively engaged in the class, as demonstrated through regular attendance and participation in the course.

Grading is the sole responsibility of individual faculty and adjuncts. As such, faculty and adjunct instructors determine the effect of absences and lack of participation on the grades of the course. This information is listed on the instructor syllabi.

Additionally, faculty and adjunct instructors are required to verify attendance and active participation at two points throughout the term: through the submission of the Enrollment Verification Report (EVR) after the census date of the course, and at mid-terms.



Related Documents

2021-2026 Collective Bargaining Agreement between Illinois Community College District #511 and Rock Valley College Faculty Association Local 6211 IFT-AFT

College Catalog

Reference: AR 314

Implemented: April 8, 2014

Revised: July 17, 2026