

BCCC Online/Hybrid Attendance Procedure

To stay in compliance with state and federal regulations, Beaufort County Community College is required to maintain accurate attendance records in all courses. Online courses (Section 20, 21...) are no different from classroom courses in this regard; however, participation must be defined in a different manner. Student "attendance" in online courses will be defined as active participation in the course as described in each course syllabus.

Online courses will, at a minimum have weekly mechanisms for student participation, which can be documented by any or all of the following methods: student tracking in Blackboard (Performance Dashboard, Course Statistics, Grade Center); submission/completion of assignments; and communication with the instructor. Students who do not log on to the course and submit a written assignment (includes discussion board, blog entries, quiz, etc.) by the announced census date will be dropped from the course. Students who fail to maintain active participation in an online course may be dropped from the course in accordance with the BCCC attendance policy as published in the catalog.

Hybrid courses (Section 40, 41...) have classroom and online attendance requirements. The syllabus should clearly indicate students on campus attendance requirements. For classes that do not meet at least once weekly, the syllabus should indicate specific dates of attendance.