

Attendance Grade Policy

Policy

For Title IV funding, if a student never attends or receives an F attendance grade for a class, those credit hours will not count towards the student's enrollment status for financial aid purposes. Students are required to begin attendance and participate in courses by the refund dates posted on their registration statement. Simply logging into an online course does not constitute attendance. Attendance includes student participation in class, engagement in an academically related activity, contributing to an online discussion, or initiating contact with a faculty member to ask a course-related question. Students must meet this attendance requirement by the course refund/census date.

Students are given access to an annual **Important Information** document in their Financial Aid Self-Service where we state the attendance policy within the **General Award Eligibility** section. The annual **Important Information** document is also posted on the [Financial Aid website](#).

References

Below are resources where our attendance policy at KCC is referenced:

1. **Per the [Financial Aid website](#), **Financial Aid FAQs, What else affects financial aid awards?:**
 - Attendance is mandatory for Title IV* financial aid eligibility.
 1. You must be enrolled and attending each course by the posted refund date. Your registration statement has course refund dates.
 2. By itself, logging in to an online course is not sufficient to demonstrate attendance. You must show participation, such as submitting an assignment or contributing to a discussion board.
 3. * Title IV financial aid includes Pell Grant, Federal Direct Stafford Subsidized Loans, Federal Direct Stafford Unsubsidized Loans, Federal Direct PLUS Loans, Federal Work Study and the Supplemental Education Opportunity Grant (SEOG).**
2. **Per the [Financial Aid Handbook](#), **pg. 4** (provided in student's Offer Letter email, Financial Aid Self-Service, and the forms section on the [Financial Aid website](#)):**
 - "In addition, every student must...attend all classes for which they have enrolled. Students must attend within the first 10% of the class length. For online classes, students must submit an assignment within the first 10% of the class length."
3. **Per the annual [Financial Aid Important Information](#) **pg. 2** (provided in student's Offer Letter email, Financial Aid Self-Service, and the forms section on the [Financial Aid website](#)):**
 - Begin attendance and participation in your courses by the refund dates posted on your registration statement. Simply logging in to an online course does not constitute attendance.
4. **Per the student's [Offer Letter](#):**
 - **IMPORTANT:** Pell, SEOG and State of IL Map Grant: amounts above are based on full-time enrollment and will be prorated based on actual, verified attendance at the time of disbursement.