

Procedure 3.0936

Last Day of Attendance Recording Procedure for Students

Regular and punctual class attendance is expected of all students.

Instructors will record the Last Date of Attendance (LDA) for students after the 10% date of class for the following reasons:

1. Any student who is absent the specified number of consecutive class hours in the matrix below will have a Last Date of Attendance recorded unless there are extenuating circumstances that have been communicated with the instructor. This withdrawal will result in the student’s name being removed from the class roster (see 4 below). A grade of “W” (official withdrawal) will appear on the official transcript if the withdrawal occurs prior to the last day to withdraw for the course. A grade of “F” will appear on the official transcript if the withdrawal occurs after the last day to withdraw for the course.

STUDENT’S LDA WILL BE BASED ON THE FOLLOWING CHART

	16 week classes Including traditional, hybrid, and night classes	8 week classes Including traditional, hybrid, and night classes	4 week classes Including traditional, hybrid, and night classes	Online or face-to-face classes that only meet once per week
Number of <i>consecutive</i> absences before an instructor must record “L”	5	3	2	2 consecutive weeks without participation or attendance.

2. Students will be withdrawn when their absences from class begin to affect the quality of their work or their grades as determined by the class instructor except in situations with extenuating circumstances.
3. An instructor may choose not to record an “L” in Web Attendance for a student if the student maintains regular, constructive communication with the instructor during an extended series of absences due to documented extenuating circumstances.
4. Per Department of Education regulations in 34 C.F.R. 668.22 (1) (7), the following activities are considered academic attendance or an academically-related activity:

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- a. Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
 - b. Submitting an academic assignment.
 - c. Taking an exam, an interactive tutorial, or computer-assisted instruction.
 - d. Attending a study group that is assigned by the institution.
 - e. Participating in an online discussion about academic matters.
 - f. Initiating contact with faculty members to ask a question about the academic subject studied in the course.
5. The following activities are not considered an academically-related activity:
- a. Logging into an online class without active participation.
 - b. Participation in academic counseling or advising.
6. With the understanding that federal standards regarding attendance in distance education courses are more rigorous than those of the state, the procedure for documenting attendance in online courses should include, but is not limited to:
- a. An activity schedule for each week that indicates some form of active attendance which can be documented and accessible for auditing purposes, such as:
 - Interactive tutorial in which the student must participate to receive an attendance mark.
 - Video with required completion of at least one question after viewing.
 - Discussion board/interaction with other students in class.
 - Practice exam.
 - Test review.
 - Quiz (less than 5 questions would be acceptable).
 - Required reading with completion of at least one question after reading.
 - Journal entry based on material covered or read.
 - b. An activity does not include simply downloading material for reading, watching a video without interaction or question, logging in with no indication of work.
 - c. There should be at least one activity (as listed in 6. a.) each week that documents attendance; this documentation should be easily accessible for auditing purposes.
 - d. If a student fails to participate in an activity for two consecutive weeks, the student will be recorded as an “L” in Web Attendance for the class with a last date of attendance equal to the last documented activity.
 - e. Classes having a “work at your own pace format” do not require the instructor to record an “L” in Web Attendance for absences after the required course content has been successfully completed.

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7. Students who choose to participate in school-related activities must adhere to the attendance policy. The student is responsible for work missed due to school-related activities. In such cases, instructors will wherever possible, work with the students involved to allow them to participate in the prearranged school activities, provided the student is in good academic standing for the course being missed (i.e., minimum “C” average).

Student Initiated Withdrawal Deadline (See Drop/Add/Withdrawal Procedure – 3.27)

Students must officially withdraw from a course on or before the 75% point of the term or class. Once processed, a student-initiated official withdrawal may not be reversed. Exceptions will be granted, with appropriate documentation, for the following reasons:

1. Medical/Psychological
2. Legal
3. Disciplinary Concerns
4. Military Obligations

Appeals for Official Withdrawals

If a student believes he or she has extenuating circumstances, which justify an exception to the standard withdrawal policy, he or she may appeal to the Vice President of Student Services.

All requests must be received in writing and must include supporting documentation (i.e., drop/add forms, medical verification, military orders, etc...). Appeals received without the required form and proper documentation will not be considered.

Withdrawal procedures and add/drop deadline dates are widely publicized. Therefore, appeals based on a student’s lack of awareness will not be reviewed.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Leadership Council Review/Approval Dates: *Enter date(s) here*

Senior Staff Review/Approval Dates: *2/23/18*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: 5/15/18

