

Procedure 3.0937

Last Date of Attendance Recording Procedure for Instructors

1. Attendance must be completed by the close of business on Friday of each week using Web Attendance through the entire term and in accordance with the attendance procedure.
2. If students miss **the number of consecutive classes as defined in the matrix below**, and do not have extenuating circumstances as referenced in the [Last Date of Attendance Recording Procedure for Students](#), the instructor must document an “L” in Web Attendance to signify last day the student was in attendance or participated in an online class.
3. The registrar’s office will run weekly reports to query for all “L”s or last date of attendance designations recorded by faculty. The registrar will then withdraw students from the courses they have been reported as “L” in.
4. Registrar will forward the list to the director of financial aid daily for possible Return of Funds Calculations.

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 meet once per week
Number of <i>consecutive</i> absences before an instructor must record “L”	5	3	2	2 consecutive weeks without participation.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

Procedure

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*

