

## Procedure 3.0937

### Last Date of Attendance for Instructors Procedure

Attendance must be completed by the close of business on Friday of each week using Web Attendance throughout the entire term and in accordance with the attendance procedure. If a student fails to attend, or academically participate in, a class for 14 consecutive calendar days, the instructor **must** document an “L” in Web Attendance to signify last day the student was in attendance. Exceptions to the 14-day rule may be made if there is an extenuating circumstance as defined in the [Last Date of Attendance for Students Procedure](#).

Faculty may adhere to a more restrictive attendance requirement (less than 14 days) in their course provided the attendance requirements are specified on their course syllabus; however, faculty are not permitted to use a less restrictive attendance requirement that would exceed the 14-day window. Students who fail to meet the attendance requirements specified in the course syllabus must be documented with an “L” in Web Attendance.

Instructors will place an “L” designation in Web Attendance on the actual date the student last attended class. Instructors should only use an “L” to signify last date of attendance after the census date for the class.

Withdrawal of a student for reasons other than attendance (i.e. discipline, violation of College policy or procedure, disruption of class, etc.) may be completed by placing an “L” in Web Attendance signifying the student’s last date of attendance. The instructor will immediately contact the Vice President of Student Services if using this withdrawal method.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** Last Date of Attendance for Registrar and Financial Aid Procedure, Last Date of Attendance for Students Procedure

# Procedure

## History

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

**Senior Staff Review/Approval Dates:** *2/23/18, 05/22/2018 (electronic vote)*

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

**Implementation Dates:** *5/15/18*

