

## 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 Self-Service throughout the entire term and in accordance with the attendance procedure. If a student fails to attend, or academically participates in a class for 14 consecutive calendar days, the instructor **must** document the last date of attendance (LDA) in Self-Service to signify the last date the student was in attendance. Exceptions to the 14-day rule may be made if there is an extenuating circumstance. The documented extenuating circumstances must be significant in nature, such as a confirmed medical condition or other approved obligations.

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 "LDA" in-Self-Service.

Instructors will place the LDA designation in Self-Service on the actual date the student last attended class. If the LDA falls on a holiday, SFV, or FWD, the LDA will be entered on the following scheduled class day. Instructors should only input an LDA to signify last date of attendance after the census date for the class. Student withdrawals up to the census date are considered drops and the drop/add form must be completed.

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 the LDA in Self-Service, 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:** *10/12/2018, 3/10/2023*

**Senior Staff Review/Approval Dates:** *: 2/23/18, 05/22/2018 (electronic vote), 2/9/2023*

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

**Implementation Dates:** *5/15/2018*

