TITLE:	**Student Attendance**
PROCEDURE NUMBER:	**3.2.1050.3**
RELATED POLICY AND PROCEDURES:	**3.2.1050 Grading System and Standard of Progress, Honors, Probation, and Attendance**
DIVISION OF RESPONSIBILITY:	**Academic Affairs**
PAGE:	**1 of 5**

July 11, 2013	**November 15, 2022**	**December 15, 2016**
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

It is the responsibility of the Vice President for Academic Affairs in conjunction with the Academic Deans to review and revise this procedure**.**

It is the philosophy of Piedmont Technical College that student-instructor and student-student interactions are critical to bringing about student learning. Such interactions allow students to develop competencies in the skills and knowledge of the particular course subject, work ethic and interpersonal skills. Unless there are circumstances beyond the control of an individual student that prevent him/her from attending a class session, each student should attend all class sessions of a course.

Procedure

Individual instructors establish the attendance expectations for the courses they teach. Students are expected to know and abide by the attendance expectations set forth in their instructor's course materials. If an absence is unavoidable, the student should contact their instructor as soon

as possible. Class attendance is expected from the first-class meeting. If a student does not attend the first class meeting, the student may be dropped.

A. Withdrawals

1. Once a student has established his/her attendance in a class, it is the student's responsibility to withdraw from a class, if he/she desires to do so.

2. The last day to withdraw from a class is two weeks prior to the end of the semester; this date is published in the Student Calendar.

B. Online Courses

Special note on Attendance in online course:

Attendance in online classes is established through the use of an introductory activity. If a student has completed the introductory activity, the student will be considered to be enrolled in the course. Students who have not completed the introductory assignment in an online course by the due date established by the instructor, may be dropped. Beyond this initial activity, additional participation expectations/due dates will be established by individual instructors.

C. Special note on Attendance Policy for Veterans:

Students eligible for assistance under the G.I. Bill must satisfy documentation requirements of the program. Veterans should consult with the Veterans Affairs Certifying Official to ensure compliance regarding attendance.

Procedural Responsibilities

1. **Student Responsibilities**

a. Understand and follow the faculty member's expectations related to attendance and missed assignments as detailed in the Course Overview document contained in the course D2L shell.

b. Understand the rationale for class participation being necessary to accomplish the learning outcomes of the course.

c. Understand the importance of attending and being prompt to class.

d. Communicate to the course instructor, promptly, any problems affecting his or her attendance in class or change in enrollment status.

e. Provide verification of reason for class absences if requested by an instructor.

f. Attend class on a regular, consistent basis unless there are unavoidable circumstances preventing attendance.

g. Be committed to completing class work and fulfilling class obligations with other students in the class.

2. **Instructor Responsibilities**

a. Understand the College's Attendance policy.

b. Communicate clearly and unambiguously to students in his/her classes the attendance policy of the College, make-up procedures for the class and other course requirements.

c. Have a clear rationale that is explainable to the students about the importance of attendance as it pertains to the course's learning outcomes.

d. Be on time and well prepared; organize the class, as appropriate, to support the established learning outcome(s.)

e. Utilize instructional strategies and techniques that maximize student learning.

f. Create a class that motivates students to attend and links class attendance and participation to successful learning outcome(s).

g. Determine the reason an absence occurred when possible and offer assistance to resolve the problem.

h. Promptly communicate and assist students with solving attendance problems

i. Be aware of Piedmont Technical College support services and make appropriate referrals for students having problems attending class.

j. Assist students who initiate requests for make-up work according to the syllabus.

k. Apply the attendance policy consistently.

l. Maintain appropriate documentation relating to student attendance.

m. Keep student's personal information confidential.

3. **Academic Deans and Department Heads/Academic Program Directors Responsibilities**

a. Ensure that all faculty members within the division and department understand the College's philosophy and policy on student attendance.

b. Evaluate the implementation of each faculty member's policy and procedures to ensure that it is consistent with the College's philosophy, policy and procedures related to student attendance.

c. Support the implementation of a faculty member's attendance policy when it has been applied in a manner consistent with the College's philosophy, policy and procedures related to student attendance.

d. Ensure that the proper procedure is followed when students have complaints regarding the application of the attendance policy and maintain appropriate documentation of complaints.

e. Objectively judge student complaints regarding the supposed misapplication of the student attendance policy by an instructor.

f. Ensure that all courses are designed and delivered to maximize learning for all students.

4. **Counselors' Responsibilities**

a. Assist students in recognizing and overcoming barriers and/or problems related to regular class attendance.

b. Make appropriate referrals to internal resources or external agency.

c. Keep instructor and advisor apprised of resolution attempts and progress, (or lack thereof), by providing appropriate documentation to all relevant parties.

d. With student permission, inform instructor/advisor about personal situations causing attendance problems.

e. Mediate between student and instructor, when requested or deemed necessary.

5. **Institutional Officers Responsibilities**

a. Ensure that the College has a well-defined policy and procedure related to student attendance.

b. Support the implementation of a faculty member's attendance policy when it has been applied in a manner consistent with the College's policy and procedures related to student attendance.

c. Ensure that the proper procedure is followed when students have complaints regarding the application of the attendance policy.

d. Objectively judge student complaints regarding the supposed misapplication of the student attendance policy by an instructor.

D. Student-Initiated Withdrawals

A student may withdraw via Pathway from a course after the add/drop period is complete by the student. To withdraw from all classes, the student must complete the semester withdrawal form, and for the last class, meet with an advisor or financial aid counselor to discuss possible consequences of withdrawing.

E. Add/Drop Period

The purpose of the add/drop period is to stabilize a student's schedule once he/she has already registered for courses at the college. Students are allowed to add or drop classes during the add/drop period. Students adding classes during this period will be expected to make up assignments or lab hours.

F. Special Provision Regarding Veterans

Any student attending reserve or National Guard summer camps during class time must inform the instructors of this intent at the beginning of the semester. It is the student's responsibility to have a conference with each instructor prior to summer camp participation. He/she must arrange with the instructor any work which is to be made up for the time missed.