

PROCEDURE:

6.6.4p2. Attendance

Revised: October 21, 2009; October 20, 2010; October 19, 2011; October 16, 2013; November 18, 2014; October 19, 2016; October 18, 2017; October 16, 2019; October 14, 2020; October 20, 2021

Last Reviewed: September 2008; October 21, 2009; October 20, 2010; October 19, 2011; October 17, 2012; October 16, 2013; November 18, 2014; October 14, 2015; October 19, 2016; October 18, 2017; October 17, 2018; October 16, 2019; October 14, 2020; October 20, 2021; October 19, 2022

Adopted: April 18, 2007

I. **PURPOSE**

It is essential that educational programs meet requirements and standards necessary for successful employment in business and industry. In view of the intensive nature of educational programs, it is necessary for every student to be present and on time every day for all classes as is required in the work environment

II. **RELATED AUTHORITY**

State Board Policy 6.6.4. Satisfactory Academic Progress

III. **APPLICABILITY**

This procedure applies to all students enrolled in credit courses at Ogeechee Technical College.

IV. **DEFINITIONS**

Last Date of Attendance: The last date of attendance is the last date that a student attends a class or has an academically related activity.

Academically Related Activities: Include but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- Participating in an online discussion board

Academically related activities do not include activities where a student may be present but not academically engaged, such as:

- Logging into an online class without active participation; or
- Participating in academic counseling or advisement.

V. **ATTACHMENTS**

None.

VI. PROCEDURE

Class attendance is a very important aspect of student success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Ogeechee Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Attendance is required to be taken during the census period and reported to the Registrar's Office through Banner Web as FA (attended) or NS (no show) by each instructor. The census period is days four through seven of classes.

Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

In instances where students are administratively dropped from the course(s) as a result of nonpayment, the student must contact the Registrar's Office to request reinstatement. Reinstatement is not guaranteed.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

The purpose of the last date of attendance is to appropriately assess the financial liability for students and limit the financial liability for the College as well as the academic consequences for the student. The last date of attendance will be documented by the instructor through an academically related activity or the last date that the student attended class.

Work missed due to tardiness, early departure, or absences may be made up only at the discretion of the instructor.

It is the responsibility of the student to make arrangements with the instructor for missed assignments due to documented absences related to jury duty, military duty, required job training, official college activities, or medical emergencies. Make-up work is at the discretion of the instructor.

Requirements for instructional and clinical hours within programs which have accrediting agencies or licensure boards reflect the rules of those respective agencies. Therefore, class and clinical attendance is required. Excused absences are determined

by the instructor and clinical coordinator. All required time must be made up. Make-up time will be assigned and supervised by the instructor.

VII. RECORD RETENTION

All documentation related to last date of attendance will be kept by the instructor for one year after course completion in the event of a financial aid audit.