

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; October 16, 2024

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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.

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

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.

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. Work missed due to tardiness, early departure, or absences may be made up only 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.

Failure to attend classes does not constitute an official withdrawal or a course drop. Students who fail to continue attending class and who do not drop from the course may be awarded a failing grade by the instructor. The unofficial withdrawal date will be determined as the 50% point of the session(s) (as allowed by federal regulations). This will be the date used to return federal funds as needed. Students who complete over 50% of the course may have their last date of participation used as their unofficial withdrawal date if the college can document a date greater than 50%.

Ogeechee Technical College calculates earned Title IV aid based on federal regulations for colleges that are not required to take attendance. Students who officially withdraw from all coursework, or who stop attending all courses, will have their aid adjusted according to federal return to title IV regulations, which requires proration of funds for students who withdraw or stop attending before the 60% point in the semester.

Students who withdraw from a course on or before the posted withdrawal date will receive a W grade. Students who withdraw after the posted withdrawal date and are failing the class as of the date of their withdrawal will receive a WF grade. The withdrawal date for each term is posted on the Campus Calendar located online at www.ogeecheetech.edu. The withdrawal date for students requesting an official withdrawal will be considered the date the student makes the official request.

Since choosing to drop a course is a serious academic decision that may affect a student's progress towards a degree or a student's financial aid status, a student should consult with the instructor of the course, the academic advisor, and a financial aid advisor before making this decision. Students who withdraw from all courses within a specific term will automatically be dropped from any course(s) which have a future beginning date within that same term.

To withdraw from a course a student can initiate the withdrawal by completing the Course Drop from through the student's eTrieve portal.

Students wishing to drop/withdraw from all courses for a semester should request a Total Withdrawal by completing the Total Withdrawal from through the student's eTrieve portal.

Tuition and fees for courses dropped after the first three days of each semester are not refundable.

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.