

# INSTITUTIONAL DIRECTIVE 8-6

April 25, 2005

## **Title: Student Attendance**

### **I. Purpose**

This directive sets forth the policy of Piedmont Technical College on student attendance in courses taught in either a conventional manner or as a synchronous teleclass.

### **II. Policy**

Students are expected to attend all classes. Recognizing that situations may arise to prevent such attendance, students may be absent for ten percent of class meetings for unavoidable absences, and no more than an additional five percent of class meetings for avoidable absences. In extreme circumstances, students may be absent for a length of time mutually agreed upon between the instructor and the student that exceeds this percentage of class meetings.

Attendance for less than a full class period may be counted as one-third of an absence.

This policy should not be superseded by any divisional, department and/or instructor attendance policy unless authorized by the Chief Educational Officer

### **III. Philosophy**

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. It is important, therefore, that students regularly participate in class sessions. Unless there are circumstances beyond the control of an individual student that prevent him or her from attending a class session, each student should attend all class sessions of a course.

### **IV. Responsibilities**

#### **A. Student Responsibilities**

1. Understand the college's attendance policy and the make-up procedures followed in each class.
2. Understand the rationale for class participation being necessary to accomplish the learning outcomes of the course.
3. Understand the importance of attending the class and being prompt to class.
4. Communicate to the course instructor promptly any problems affecting his or her attendance to class or change in enrollment status.
5. Provide verification of reason for class absences if requested by an instructor.
6. Attend class on a regular, consistent basis unless there are unavoidable circumstances preventing attendance.

**Office of Responsibility: Chief Educational Officer**

7. Be committed to completing class work and fulfilling class obligations to other students in the class.
8. Show respect for the instructor and other students, communicate concerns clearly, and use appropriate grievance complaint channels, if needed, should misunderstandings occur.

B. Instructor Responsibilities:

1. Communicate clearly and unambiguously to student in his or her classes the attendance policy of the college as set forth in Directive 8-6, make-up procedures for the class and other course requirements.
2. Understand the college's attendance policy.
3. Have a clear rationale that is explainable to the students about the importance of attendance as it pertains to the course's learning outcome.
4. Be well prepared, be on time, and have the class organized as appropriate to learning outcome(s.)
5. Utilize instructional strategies and techniques that maximize student learning.
6. Create a class that motivates students to attend and links class attendance and participation to successful learning outcome(s.)
7. Determine the reason an absence occurred when possible and offer assistance to resolve the problem.
8. Promptly communicate and assist students with solving attendance problems.
9. Be aware of Piedmont Technical College supportive services and make appropriate referrals for students having problems attending class.
10. Assist students who initiate request for make-up.
11. Apply the attendance policy consistently.
12. Maintain appropriate documentation relating to student attendance.
13. Ensure civility is maintained in all classes and toward all students.
14. Establish procedures which allow students who are absent to make-up class work for days absent, where the nature of the course makes it applicable to do so.
15. Keep student's personal information confidential.

C. Academic Deans and Department Heads

1. Ensure that all faculty members within the division and department understand the college's philosophy and policy on student attendance.
2. 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.
3. 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.
4. Ensure that the proper procedure is followed when students have complaints regarding the application of the attendance policy and maintain appropriate documentation of complaints.
5. Objectively judge student complaints regarding the supposed misapplication to the student attendance policy by an instructor.
6. Ensure that all courses are designed and delivered to maximize learning for all students.

D. Counselors' Responsibilities

1. When notified, identify with faculty input the cause of student's absences.
2. Suggest to instructor strategies for dealing with student's absences.
3. Assist student in recognizing and overcoming barriers and/or problems related to regular class attendance.
4. Make appropriate referrals to internal resources or external agency.
5. Keep instructor and advisor apprised of resolution attempts and progress, (or lack there of), by providing appropriate documentation to all relevant parties.
6. With student permission, inform instructor/advisor about personal situations causing attendance problems.
7. Maintain appropriate documentation relating to student attendance.
8. Mediate between student and instructor.

E. Institutional Officers Responsibilities:

1. Ensure that the college has a well-defined philosophy, policy and procedures related to student attendance.
2. Support the implementation of a faculty member's attendance policy when it has been applied in manner consistent with the college's philosophy, policy and procedures related to student attendance.
3. Ensure that the proper procedure is followed when students have complaints regarding the application of the attendance policy.
4. Objectively judge student complaints regarding the supposed misapplication of the student attendance policy by an instructor.

V. **Procedures**

- A. The syllabus of every course should state the attendance requirements and make-up policy and procedures that are relevant to the respective course. (See Attachment A) Instructors should also review orally these requirements and make-up policy and procedures at the first class of the course.

In addition, each full-time faculty member will provide students with their email, office phone number, office location and office hours in writing in their syllabus. Adjunct faculty members will also provide students in writing in their course syllabus with information on how they may be contacted and the name, office phone number, and email of the head of the department administratively responsible for the course.

- B. Students should contact their instructors about all absences and inform them in writing of any extreme circumstances that may impact their class attendance. When possible, students should provide faculty with documentation of reason for unavoidable absence.

A student must make-up all work, including test(s) missed during an unavoidable absence or an absence caused by extreme circumstance. Student work missed because of an avoidable absence, including tests, can be made up solely at the discretion of the instructor. Test(s) need to be made up within one week unless there are extreme circumstances discussed with the instructor.

- C. Instructor should initiate an instructor/student conference for attendance, if possible, before absenteeism jeopardizes student's good standing in class. During the conference, the student and instructor will determine a plan of action. The plan will be written on the form, Student Success Plan, under Section II, Attendance Contract. (See Attachment B) The student will be given a copy of the contract. The college staff will document on SIS screen 048 that an Attendance Contract has been completed. The faculty will retain a copy of the Student Success Plan for his or her files and forward copies to the student's academic advisor and counseling staff of the college's Student Success Center.
- D. If an instructor/student conference does not result in the development of a plan and/or resolution of the difficulties arising from the student's class attendance, the instructor should contact a counselor in the college's Student Success Center. The instructor's contact with the counselor can be made either by telephone or by completing Section III – Intervention Plan of the Student Success Plan and forwarding a copy to the Student Success Center. The instructor should provide as much information as possible about the student, the nature of the problem, and measures already taken to resolve the problem.

The counselor will notify the student to arrange a conference regarding the student's attendance difficulties. The counselor will provide assistance that may lead student to resolutions to current problems. The counselor will maintain confidentiality concerning personal issues discussed during counseling sessions, or obtain student's permission for release information to instructors, counselors, and/or advisors. With the student's permission, the counselor will give relevant feedback to faculty on student's situation and suggest strategies that might be beneficial in dealing with a student's absence. The counselor will also provide faculty with documentation of the special need accommodations for eligible students. Where necessary, the counselor will refer student(s) to other support agencies (internal and external) as needed. At the request of student, counselor will mediate student-faculty conference.

- E. **Withdrawing Students Due to Attendance**
  - 1. Before Mid-Term: If the Student Success Plan has not corrected the attendance problem, the Withdrawal From Class Form should be completed by the instructor and forwarded to Student Records. (See Attachment C) The student receives a W (withdraw) with a last date of attendance assigned.
  - 2. After Mid-Term: If mid-term roll corrections have already been made and a student develops an attendance problem which is not corrected by the Student Success Plan a W or WF (withdraw failing), which ever is appropriate, will be assigned on a Withdrawal From Class Form. A last date of attendance is also required. An instructor may award the grade of W if the non-punitive grade is appropriate.
- F. **Student Initiated Withdrawals**

A student may withdraw from a course prior to mid-term without a grade penalty providing he or she submits the Withdrawal From Class Form signed by the instructor with the last date of attendance. A student who withdraws from a course after mid-

term will receive a W if in good standing or a WF if the student is not earning a passing grade, has failed to complete assignments, has accumulated excessive absences, or is not participating in activities. If a student is not in good standing either academically or in attendance, he/she should withdraw from the course prior to mid-term to avoid a penalty.

G. Registration Period

Students are required to register during the official days designated for that purpose each semester. Failure to do so will result in a late payment. Returning students have an opportunity to early register to reserve their places in class. Late registration will be a maximum of five days following the official registration day including the first day of class. Students who are late registrants will be expected to make up all assignments or lab hours.

H. 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 using the self-service product on Campus Pipeline or through their academic advisor. A student may add a course after the registration period only by obtaining permission of the instructor of the course and the Department Head. Students adding a course during the add/drop period will be expected to make up assignments or lab hours.

I. Special Provision Regarding Veterans

Any student going to reserve or National Guard summer camp must inform each of his/her 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. The student will be allowed the number of absences required to attend summer camp, but should make every attempt not to exceed a total of 15 percent of the contact hours a class meets.

**VI. Definitions**

- A. Avoidable absence: An absence where a student voluntarily misses class for non-emergency reason (i.e., sleep late, go hunting, shopping, etc.).
- B. Unavoidable absence: Absences caused by a situation or set of circumstances which were unforeseen and over which the student has no control (i.e., automobile accident, death in immediate family, child ill, or work schedule change, etc.).
- C. Extreme circumstance: Absences which are unforeseen and of which the student has no control that occur in extended intervals of time to a student who has the potential to pass the course through make-up.
- D. Teleclass: A class that is taught either partially or in full either inactively or one-way over a satellite.

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<b>Approved for Publication</b>	<b>Date</b>

## Attendance Policy and Course Syllabi

Each course syllabus should include the following:

### 1. *The Attendance Policy and Student Responsibilities.*

#### **Policy**

Students are expected to attend all classes. Recognizing that situations may arise to prevent such attendance, however, the following policy is set forth to address these situations.

Students may be absent for five percent of class meetings for avoidable absences, and no more than an additional ten percent of class meetings for unavoidable absences. In extreme circumstances, students may be absent for a length of time mutually agreed upon between the instructor and the student that exceeds this percentage of class meetings.

Attendance for less than a full class period may be counted as one-third of an absence.

#### **Student Responsibilities**

- Understand the college's attendance policy and the make-up procedures followed in each class.
- Understand the rationale for class participation being necessary to accomplish the learning outcomes of the course.
- Understand the importance of attending the class and being prompt to class.
- Communicate to the course instructor promptly any problems affecting his or her attendance to class or change in enrollment status.
- Provide verification of reason for class absences if requested by an instructor.
- Attend class on a regular, consistent basis unless there are unavoidable circumstances preventing attendance.
- Be committed to completing class work and fulfilling class obligations to other students in the class.
- Show respect for the instructor and other students, communicate concerns clearly, and use appropriate grievous complaint channels, if needed, should misunderstandings occur.

#### **Definitions**

**Avoidable absence:** An absence where a student voluntarily misses class for non-emergency reason (i.e., sleep late, go hunting, shopping, etc.).

**Unavoidable absence:** Absences caused by a situation or set of circumstances which were unforeseen and over which the student has no control (i.e., automobile accident, death in immediate family, child ill, or work schedule change, etc.).

**Extreme circumstance:** Absences which are unforeseen and of which the student has no control that occur in extended intervals of time to a student who has the potential to pass the course through make-up.

2. *Course make-up policy and make-up procedures that are relevant to the respective course, if nature of course makes it applicable to do so.*
3. *Instructor contact information to include email address, office phone, office location and office hours. All adjunct instructors are to include information on how they may be contacted and the instructor information listed above for the department head or coordinator administratively responsible for the course.*
4. *For more information please refer to the college's "Campus Pipeline". The full attendance directive will be posted on Campus Pipeline.*

**Every instructor should communicate to their students either in writing or orally a clear rationale on the importance of attendance as it pertains to the course's learning outcomes.**

## Student Success Plan

(The student may have access to this information)

### Section I

**ACTION PLAN:** Instructor should complete the following information **in full**:

Student's name: \_\_\_\_\_ SS# \_\_\_\_\_ Phone# \_\_\_\_\_ Advisor \_\_\_\_\_  
 Curriculum \_\_\_\_\_ Course/Section# \_\_\_\_\_ Time/place Class Meets \_\_\_\_\_  
 Date you identified the student's problem? \_\_\_\_\_ Describe the problem: \_\_\_\_\_

Initiate conference/telephone contact with student to discuss problem and determine a plan for action.

Date/time of conference: \_\_\_\_\_ Instructor's results/explanation of conference/telephone contact with student: \_\_\_\_\_

Options:

- A. Attendance Contract (see below)  
 B. Referral to \_\_\_\_\_ area/person  
 C. Other (explain): \_\_\_\_\_

Options completed

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Section II

**ATTENDANCE CONTRACT:** You **must complete the following requirements** to avoid withdrawal from class and to help you get back into good academic standing: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Instructor Signature & Date

\_\_\_\_\_  
 Student Signature & Date

### Section III

**INTERVENTION PLAN:** Suggested course of action/approach for counselor intervention

Instructor's name \_\_\_\_\_ Best time/place to contact \_\_\_\_\_

### Section IV

Counselors Reply:

Counselor received (date) \_\_\_\_\_ Counselor Name \_\_\_\_\_ Phone# \_\_\_\_\_

\_\_ Called & no contact      \_\_ Called & left message      \_\_ Contacted student-app't date/time \_\_\_\_\_  
 \_\_ Mailed post card requesting the student to respond by \_\_\_\_\_      \_\_ Student has not responded as of this date \_\_\_\_\_  
 \_\_ Counseled over the telephone. Date \_\_\_\_\_ Notes: \_\_\_\_\_

\_\_ Student permission given to discuss this matter w/ instructor and advisor. \_\_\_\_\_  
 Student signature & Date



The purpose of the *Student Success Plan* is to facilitate an action that can lead to student success. This plan will be used by faculty, advisors and counselors to communicate that an action has been or needs to be taken by those who may assist the student.

**Section I: Action Plan** – This is a guideline for faculty/advisors on how to begin the process of assisting students. Options are outlined.

THE GOAL: acknowledge and provide “outreach” to a student in need. If the student feels “cared for” (s)he may be more motivated to be successful.

**Section II: Attendance Contract** – An agreement between the student and instructor that defines the requirements for the student to get back into good academic standing.

THE GOAL: assist the student in recognizing there is an attendance problem and to know the expectations and requirements to complete the class successfully.

**Section III: Intervention Plan** - A request for counseling services for a student, initiated by an instructor or advisor who needs additional assistance in working with a student.

THE GOAL: assist the student in resolving more serious problems that may prevent student success.

**Section IV: Counselor Reply** – A response to the instructor or advisor concerning the Intervention Plan which indicates the status of the student in need of intervention.

THE GOAL: provide as much information as possible to instructors and advisors in order for all parties to assist students to the fullest extent.

Instructions:

**Attendance Contract – Complete Section I and II**

**route copy to Student Success Center (SSC)**

**Intervention Plan – Complete Section I and III**

**route copy to SSC and to Advisor**

#### **When should I use the Action Plan with a student?**

The signs of student issues are found in a variety of situations and behaviors. The following list contains examples that will help you recognize those aspects of behavior and circumstances that are generally regarded as significant indicators of potential problems.

- **Poor academic performance (warning, probation, drop in grades)**
- **Excessive absences**
- **Being overwhelmed with school, work, home**
- **Unable to concentrate, stay focused, or get motivated**
- **Test anxiety**
- **Significant change in overall appearance, dress, weight, behavior**
- **Is listless, evasive or non-responsive; avoids eye contact**
- **Social Service needs (housing, transportation, day care, etc.)**
- **Personal problems (family, children, marriage, substance/physical/sexual abuse, grief, depression, etc.)**

#### **When should I use the Intervention Plan?**

After an instructor or advisor has talked with the student and determined that the student is having a problem to the point that counseling is deemed necessary, the **Intervention Plan** should be implemented. i.e. a single pregnant student, a student with cancer, or an unmotivated student may be experiencing absences from class. An attendance contract has already been implemented. **If any student experiences mental or emotional difficulties that arise from the situation and are unable to cope with daily living skills (school, work, and social skills), implement the Intervention Plan.**

#### **Referrals**

**Student Success Center Counselors – (864) 941-8614**

**County Center Educational Support Coordinators (ESC)**

Abbeville/McCormick Kristen Gardner (864) 465-3191

Newberry James Dawsey (803) 276-9000

Saluda/Edgefield Rick Barbare (864) 445-3144

Laurens Bill Glenn (864) 941-8407

**Piedmont Technical College**  
 Emerald Road • P.O. Box 1467 • Greenwood, South Carolina 29648 • Telephone (803) 941-8324

## WITHDRAWAL FROM CLASS

(This form should be used after the drop/add date only)

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SOCIAL SECURITY NUMBER

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YR

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TERM

STUDENT NAME	CURRICULUM	DATE
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I. List the class to be dropped, the last date of attendance, and grade assigned. (After midterm, a failing grade or "WF" may be assigned.)

COURSE	NO.	SECT.	GRADE (W or WF)	CREDIT HOUR	LAST DAY OF ATTENDANCE
[ ] [ ] [ ]	[ ] [ ] [ ]	[ ] [ ]	[ ] [ ]	_____	_____

Reason for Withdrawal: (✓) appropriate blocks

STUDENT INITIATED			ADMINISTRATIVE WITHDRAWAL	
<input type="checkbox"/> ILLNESS	<input type="checkbox"/> TRANSPORTATION	<input type="checkbox"/> PERSONAL	<input type="checkbox"/> EXCESSIVE ABSENCES	
<input type="checkbox"/> FINANCIAL	<input type="checkbox"/> JOB CONFLICT	<input type="checkbox"/> DOES NOT NEED COURSE	<input type="checkbox"/> COURSE CANCELLED	
<input type="checkbox"/> DIFFICULTY LEVEL	<input type="checkbox"/> OTHER _____		<input type="checkbox"/> OTHER _____	

SIGNATURE: INSTRUCTOR _____	DATE _____
STUDENT _____	DATE _____

III. Final Disposition (For Office Use Only)

Tuition Previously Paid _____	Date _____	Credit hours previously enrolled _____
Amount of Refund _____	Amount of Additional Charge _____	

STUDENT RECORDS FINANCIAL AID/VA	BUSINESS OFFICE	COUNSELING CENTER	INSTRUCTOR
SIGNATURE _____	_____	_____	_____
DATE _____	_____	_____	_____