



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Student Attendance

RELATED POLICY AND PROCEDURES: 3-2-1050 Grading System and Standard of Progress, Honors, Probation and Attendance

DIVISION OF RESPONSIBILITY: Academic Affairs

July 11, 2013

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. It is important, therefore, that students regularly participate in class sessions.

Procedure

Piedmont Technical College sets forth guidelines, which are in compliance with all federal financial aid requirements, regarding student attendance. Piedmont Technical College believes regular class attendance, no matter how the method of delivery, is necessary to promote academic success.

The College's attendance policy and specific procedures may be found on Piedmont Technical College's Web page. In addition, the syllabus of every course states the attendance requirements, make-up policy and procedures.

This procedure should not be superseded by any divisional, department and/or instructor attendance policy unless authorized by the Vice President for Academic Affairs.



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A. Class Attendance

1. 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. Students may miss up to 15 percent of class, and this percentage includes both excused and unexcused absences. After exceeding the maximum number of absences for a term, students may be automatically withdrawn from the class by the instructor.
2. Three tardies count as one absence, and three early dismissals (leaving early) also count as one absence.
3. Extenuating circumstances may be given special consideration at the discretion of the instructor.
4. Due to the varied nature of courses taught, a more rigid attendance policy is in place for some programs; specifically, those courses with class and lab/ clinical hour components may require a different attendance policy that will be provided to students on the first day of class. Instructors reserve the right to utilize an attendance contract and may ask students to sign the contract.

B. Withdrawals

1. Instructors reserve the right to assign a Withdrawal (W) at any point in the semester after the drop/add period if students exceed the attendance limit.
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.

C. On Line Courses

Special note on Attendance in online course:

1. There is an introductory activity in each online class. The student must do this activity prior to the end of the add/drop date or the student will be dropped for never attending. This includes students who register during the late-registration period. A student may choose to drop a class within the add/drop period with no penalty, even if the initial activity is completed.
2. If a student has completed the introductory activity, the student will be considered to be enrolled in the course but may be withdrawn from the course if he/she does not complete subsequent assignments in a timely fashion or by



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posted course due dates. The last date of attendance (LDA) for the course will be documented using the student's completion of a course activity such as a discussion post, e-mail to the instructor or assignment. The last date will not be calculated from a student's log-in to the course only.

3. **HYBRID COURSES**- a hybrid course made up of two components: an online component and a "live" component that takes places in a classroom or lab. As such, if a student completes an assignment in the online portion of the class during the first week of that course, but does not attend the "live" portion, the student will still be considered in attendance. Also, if a student attends the live portion during the first week of that course but does not complete any online work, the student will be considered in attendance.

Students should not be dropped as a never attend if they have submitted work in the online portion of a hybrid course, even if they did not attend the class during the first week of that course (and vice versa).

D. Special note on Attendance Policy for Veterans:

Students eligible for assistance under the G.I. Bill are subject to the attendance policy described above. Veterans should be aware of specific attendance policies.

E. Procedural Responsibilities

1. Student Responsibilities
 - a. Understand the College's attendance policy and the make-up procedures followed in each class.
 - b. Understand the rationale for class participation being necessary to accomplish the learning outcomes of the course.
 - c. Understand the importance of attending the class 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.



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- g. Be committed to completing class work and fulfilling class obligations with other students in the class.
 - h. Show respect for the instructor and other students, communicate concerns clearly, and use appropriate grievance complaint channels, if needed, should misunderstandings occur.
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 well prepared, be on time, and have the class organized as appropriate to 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 supportive 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.



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- l. Maintain appropriate documentation relating to student attendance.
 - m. Ensure civility is maintained in all classes and toward all students.
 - n. Establish procedures which allow students who are absent to make-up class work where the nature of the course makes it applicable to do so.
 - o. Keep student's personal information confidential.
3. Academic Deans and Department Heads/Academic Program Directors
- 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.



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- d. With student permission, inform instructor/advisor about personal situations causing attendance problems.
 - e. Maintain appropriate documentation relating to student attendance.
 - f. Mediate between student and instructor.
5. Institutional Officers Responsibilities
- a. Ensure that the College has a well-defined policy and procedures 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.

F. Guidelines

1. The syllabus of every course must state the attendance requirements and make-up policy and procedures that are relevant to the respective course. Instructors will review these requirements and make-up policy and procedures during the first week of classes of the course. In addition, each full-time faculty member will provide students with his/her email, office phone number, office location and office hours when applicable.
2. Adjunct faculty members will provide students with information on how they may be contacted and the name, office phone number, and email of the Department Head/Academic Program Director administratively responsible for the course.
3. Students should contact their instructors about all absences and inform them in writing of any extreme circumstances that may impact their class attendance. Students may be asked to provide faculty with documentation of reason for an absence. A student must make-up all work, including test(s) missed. Student work missed including tests, can be made up solely at the discretion of the



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instructor. Test(s) need to be made up within one week or as prescribed by the individual instructor.

4. Instructors may initiate an instructor/student conference for attendance. During the conference, the student and instructor determine a plan of action. The plan is written on the [Attendance and Assignment Contract form](#). The student is given a copy of the contract.
5. If an instructor is unable to contact the student or set up a conference, the instructor contacts a counselor in the College's Student Success Center. The instructor provides as much information as possible about the student, the nature of the problem, and measures already taken to resolve the problem.
6. The counselor notifies the student to arrange a conference regarding the student's attendance difficulties. The counselor provides assistance that may lead student to resolutions to current problems. The counselor maintains confidentiality personal issues discussed during counseling sessions. With the student's permission, the counselor gives relevant feedback to faculty. The counselor also provides faculty with documentation of the special need accommodations for eligible students. Where necessary, the counselor refers student(s) to other support agencies (internal and external). At the request of student, counselor mediates student-faculty conference.

G. Withdrawing Students Due to Attendance

A student may be administratively withdrawn from class at any time due to excessive absences or work not completed on time or not meeting course due dates. Students may not be withdrawn from a class two weeks prior to the end of the term. The student would receive the grade earned as of that time. These dates are published in the Student Calendar. The student receives a W (withdraw) with a last date of attendance assigned prior to the last two weeks.

H. Student Initiated Withdrawals

A student may withdraw from a course by submitting the Withdrawal from Class Form signed by the instructor with the last date of attendance. A student who withdraws from a course receives a W.

I. Registration Period

Students who are late registrants are expected to make up all assignments or lab hours.



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J. 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.

K. 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.