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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: CLASS ATTENDANCE

NUMBER: PRO 3-05

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REFERENCE: Board Rule 3.05

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**I. PURPOSE**

To encourage class attendance and communication between faculty and students when absences occur.

**II. RESPONSIBILITY**

Faculty are responsible for encouraging students to attend class and to clarify their course attendance policies. Students are responsible for following up with faculty if it is necessary for them to be absent for any class. Students are responsible for understanding the impact of non-attendance on Financial Aid and Veteran's benefits. Advisors are available to explain individual impacts.

**III. BACKGROUND**

It is known that students need to attend class in order to learn course materials and subsequently succeed in their classes. Attendance policies must be noted in the course syllabus.

**IV. PROCEDURES**

- a. Faculty are to review the course syllabus with students at the beginning of each semester. The syllabus shall include course attendance policies, especially noting any potential impact on a student's grade.
  1. Faculty are required to monitor attendance throughout each semester.
  2. After each absence, the student is to contact the instructor as soon as possible to work out any reasonable accommodations allowed by that instructor (before the next class if possible, and no later than the next class attended).
- b. Students are to provide any appropriate documentation regarding cause of absence, if requested by the instructor.

- c. Faculty are required to submit initial attendance by the posted due date. Initial attendance is recorded based on being present in class and/or submitting an assigned academic related activity during the first two weeks of the course. If marked as not attending during this period, the student will be financially responsible for the course and Financial Aid and Veteran benefits may be decreased. Students who are reported as not attending will remain registered in the class..
- d. LSSC permits written administrative appeal requests including requests for administrative drop/refund or late withdrawal due to illness. Students can meet with their academic advisor for more information.

New: 12/01/1997, 03/25/2019

Reviewed: 06/02/2009

Revised: 04/19/2022