

Pennsylvania College of Technology

Policy Statement

Title: Attendance

Number: P 4.26

Approved by:
Presidential Action

Approved Date: 04/1983
Last Review Date: 12/2021
Last Revision Date: 12/2021

Persons/Departments Affected:

Faculty, Students, Registrar, Financial Aid Office

Responsible Department:

Registrar

Policy:

- I. Regular and prompt attendance at all classes and at scheduled conferences with instructors is expected of all students. All work missed due to absence must be made up to the satisfaction of the instructor. All faculty will communicate their attendance requirements through syllabus distribution at the beginning of the class. Students who cannot abide by the requirements should not take the class.
- II. All faculty are required to keep records of student attendance for all class and/or lab sessions and produce these records upon request of the College. Instructors must maintain these records for the same period of time as course grades, in accordance with [P 4.50](#) – Retention of Graded Materials & Grade Books.
- III. When a student's name appears on the class roster but has never attended, the instructor notifies the Registrar's Office via a "no show" indication on the class roster in the EIS through the first 20% timeframe of the course. The Registrar then notifies the student that he/she has been removed from the class. The student is responsible for 30% of the cost of the course and receives no financial aid or outside funding for the cost incurred. For developmental courses and FYE, refer to policies [P 4.30](#) – Academic Preparedness and Remediation Policy and [P 4.52](#) – First Year Experience (FYE).
- IV. It is the Registrar's responsibility to notify the student of all deadlines for dropping classes.
- V. Faculty may issue attendance drops for students enrolled in non-developmental classes only if the attendance expectations are published in the syllabus. (Attendance expectations can be no more stringent than withdrawal after one week's worth of absences.) The student receives a 'W' grade and is charged 100% for the course. Withdrawal from the course is communicated to the student

from the Registrar's Office by direction of the instructor. Withdrawals may be made between the 20% and 80% timeframe of the course.

- VI. With the exception of faculty who have already submitted an attendance drop, all faculty are required to promptly report student absences of fourteen (14) consecutive calendar days or more, including scheduled breaks or closures, through the Stoppage of Attendance Notification form via the Registrar portal page.
- VII. Students who are receiving outside funding, where the agency requires attendance, must notify instructors at the beginning of each semester. Those students' names will be identified through coding and explanation on each of the rosters.
- VIII. Financial Aid staff will request last dates of attendance as needed from faculty, because of the high importance for the College to comply with federal financial aid regulations on attendance reporting.

Revision History:

- Date: 12/2021 Removed the exclusion of scheduled breaks in the counting of 14 days in alignment with federal regulations; added cross reference to [P 4.30](#) and [P 4.52](#).
- Date: 11/2020 Updated to reflect stoppage of attendance requirement; added Financial Aid as department affected
- Date: 11/2014 Updated title in cross reference to [Policy 4.30](#)
- Date: 6/2012 Added requirement for tracking attendance for all class/lab sessions
- Date: 12/2011 Updated format and added the use of EIS to indicate "no shows."
- Date: 7/1988; 6/1989; 11/1999

Cross References:

- Attendance Procedure, [PR 4.26](#)
- Retention of Graded Materials & Grade Books Policy, [P 4.50](#)
- Academic Preparedness and Remediation Policy, [P 4.30](#)
- First Year Experience Policy, [P 4.52](#)