Pennsylvania College of Technology

Policy Statement

Title: Attendance   **Number:** P 4.26

Approved by: **Approved Date:** 04/1983
    Presidential Action   **Last Review Date:** 11/2024
                                                Last Revision Date: 11/2024

Persons/Departments Affected:
    Faculty, All 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 through the first 20% timeframe of the course, the Registrar's Office will process a "no show" after confirming that no attendance has been posted. The student receives automated communication indicating that they have 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 FYE101, refer to policies P 4.30 – Academic Preparedness and Remediation Policy and P 4.52 –First Year Experience (FYE101).

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. In accordance with P 4.31, the College reserves the right to withdraw a student from all current courses, and also from the College, if the student stops attending all courses for fourteen (14) consecutive calendar days. A student withdrawn from the College is responsible for 100% of the cost of all courses.

VII. Students who are receiving outside funding, where the agency requires attendance, must notify instructors at the beginning of each semester.

VIII. The Registrar's Office will confirm last dates of attendance as needed with faculty, because of the high importance for the College to comply with federal financial aid regulations on attendance reporting.

Revision History:
Date: 11/2024 Policy updated to reflect the student information system conversion; faculty are no longer required to report "no shows" or stoppage of attendance, but may be asked to confirm student attendance by the Registrar's Office. Section VI and cross reference to Policy 4.31 were added.
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
Academic Preparedness and Remediation Policy, P 4.30
Terminations, Drops and Withdrawals Policy, P 4.31
Retention of Graded Materials & Grade Books Policy, P 4.50
First Year Experience (FYE101) Policy, P 4.52