

Pennsylvania College of Technology

Procedure Statement

Title: Attendance

Number: PR 4.26

Approved by:
Presidential Action

Approved Date: 04/1983
Last Review Date: 11/2024
Last Revision Date: 11/2024

Persons/Departments Affected:

Faculty, All Students, Registrar, Financial Aid Office

Responsible Department:

Registrar

Procedure:

- I. Faculty
 - A. Must specify course attendance expectations in course syllabus as established in the related Attendance Policy, [P 4.26](#).
 - B. Maintains attendance record for all class and/or lab sessions throughout the term for all students using a system identified by the College.
 - C. Retains attendance records, along with grade books, for three years in accordance with [P 4.50](#) – Retention of Graded Materials & Grade Books.
 - D. Produces records of student attendance upon request of the College.
 - E. If student absenteeism exceeds the specified level, may:
 1. work individually with the student to develop a plan to stay current with the coursework.
 2. withdraw the student from a non-developmental course via notice to the Registrar; student transcript will show a ‘W’ for the course.
- II. Registrar
 - A. Processes the course withdrawal.
 - B. 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.

III. Students

- A. Comply with the attendance policy.
- B. If sponsored by an agency that requires attendance reporting, disclose that information at the beginning of the term.
- C. May appeal a faculty-initiated withdrawal by following the standard appeal process. See the Academic Fairness Complaint Procedure, [PR 4.23](#).

IV. Financial Aid Office

- A. Registrar's Office staff 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.

Date: 12/2021 Removed the exclusion of scheduled breaks in the counting of 14 days in alignment with federal regulations.

Date: 11/2020: Updated to reflect stoppage of attendance requirement; added Financial Aid Office as department affected

Date: 11/2014: Updated title in cross reference to [Policy 4.30](#)

Date: 06/2012 Added requirement for tracking attendance for all class/lab sessions

Date: 12/2011 Updated format; minor language changes.

Date: 11/1999; 06/1989; 07/1988

Cross References:

Academic Fairness Policy and Complaint Procedure, [P4.23](#) and [PR4.23](#).

Attendance Policy, [P 4.26](#)

Academic Preparedness and Remediation Policy, [P 4.30](#)

Terminations, Drops, Withdrawals Policy and Procedure, [P4.31](#) and [PR4.31](#).

Retention of Graded Materials & Grade Books Policy, [P 4.50](#)