

Pennsylvania College of Technology

Procedure Statement

Title: Attendance

Number: PR 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

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.
 - C. Report “no show” via EIS roster for students on class roster that have never attended during the first 20% timeframe of the course.
 - D. Retains attendance records, along with grade books, for three years in accordance with [P 4.50](#) – Retention of Graded Materials & Grade Books.
 - E. Produces records of student attendance upon request of the College.
 - F. 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.
 - G. If a student is absent for fourteen (14) consecutive calendar days or more, including scheduled breaks or closures, faculty must promptly report the stoppage of attendance through the Stoppage of Attendance Notification form via the Registrar portal page unless they have submitted an

attendance drop. The Stoppage of Attendance Notification does not automatically withdraw a student from the class.

II. Registrar

Processes the course withdrawal.

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 Procedure, [PR 4.23](#).

IV. Financial Aid Office

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.
- 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:

- Attendance Policy, [P 4.26](#)
- Terminations, Drops, Withdrawals Policy and Procedure, [P4.31](#) and [PR4.31](#).
- Academic Fairness Policy and Procedure, [P4.23](#) and [PR4.23](#).
- Retention of Graded Materials & Grade Books Policy, [P 4.50](#)
- Academic Preparedness and Remediation Policy, [P 4.30](#)