

Procedure 3.0936

Last Date of Attendance for Students Procedure

Beaufort County Community College adheres to the philosophy that regular attendance and/or participation in courses is essential to receiving maximum benefit from the educational experience. Beaufort County Community College requires that attendance be taken for all classes. Regular and punctual class attendance is expected of all students.

Instructors will record the Last Date of Attendance (LDA) for students after the 10% date of class for the following reasons:

1. Any student who violates the attendance procedure outlined in the Last Date of Attendance for Instructors Procedure will have a Last Date of Attendance (LDA) recorded unless there are extenuating circumstances that have been communicated with the instructor. Violation of the attendance procedure generally involves failing to attend, or academically participate, in a class for 14 consecutive calendar days; however, faculty may adhere to a more restrictive attendance requirement (less than 14 days) if documented on the course syllabus. This withdrawal will result in the student's name being removed from the class roster. A grade of "W" (official withdrawal) will appear on the official transcript if the withdrawal occurs prior to the last day to withdraw for the course. If a student violates the attendance procedure after the withdraw deadline, the student will lose access to the course and a grade of "F" will appear on the official transcript.
2. An instructor may choose not to record an "LDA" in Self-Service for a student if the student maintains regular, constructive communication with the instructor during an extended series of absences due to documented extenuating circumstances.
3. Per Department of Education regulations in 34 C.F.R. 668.22 (1) (7), the following activities are considered academic attendance or an academically related activity:
 - a. Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
 - b. Submitting an academic assignment.
 - c. Taking an exam, an interactive tutorial, or computer-assisted instruction.
 - d. Attending a study group that is assigned by the institution.
 - e. Participating in an online discussion about academic matters.
 - f. Initiating contact with faculty members to ask questions about the academic subject studied in the course.
4. The following activities are not considered an academically related activity:
 - a. Logging into an online class without active participation.
 - b. Participation in academic counseling or advising.
5. With the understanding that federal standards regarding attendance in distance

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education courses are more rigorous than those of the state, the procedure for documenting attendance in online courses should include, but is not limited to:

- a. An activity schedule for each week that indicates some form of active attendance which can be documented and accessible for auditing purposes, such as:
 - Interactive tutorial in which the student must participate to receive an attendance mark.
 - Video with required completion of at least one question after viewing.
 - Discussion board/interaction with other students in class.
 - Practice exam.
 - Test review.
 - Quiz (less than 5 questions would be acceptable).
 - Required reading with completion of at least one question after reading.
 - Journal entry based on material covered or read.
 - b. An activity does not include simply downloading material for reading, watching a video without interaction or question, logging in with no indication of work.
 - c. There should be at least one activity (as listed in 5. a.) each week that documents attendance; this documentation should be easily accessible for auditing purposes.
 - d. If a student fails to participate in an activity for two consecutive weeks, the student will have an “LDA” recorded in Self-Service for the class with a last date of attendance equal to the last documented activity.
 - e. Classes having a “work at your own pace format” do not require the instructor to record an “LDA” in Self Service for absences after the required course content has been successfully completed.
6. Students who choose to participate in school-related activities must adhere to the attendance policy. The student is responsible for work missed due to school-related activities. In such cases, instructors will, wherever possible, work with the students involved to allow them to participate in the prearranged school activities, provided the student is in good academic standing for the course being missed (i.e., minimum “C” average).

Course Reinstatement

Curriculum

Students are withdrawn from courses when they exceed the number of allowed absences. If there are documented extenuating circumstances, a student may petition the division Dean for reinstatement in the course. **Reinstatement requests must be submitted to the appropriate division Dean within three (3) business days of the initial course**

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withdrawal.

Reinstatement is only considered when the non-participation in a course is due to documented extenuating circumstances that are unforeseeable and uncontrollable. Reinstatement requires completion of the Curriculum Course Reinstatement Request Form, the consent of the division Dean, and the approval of the Vice President of Academics.

If reinstatement is approved, the Vice President of Academics will submit the Curriculum Course Reinstatement Request Form to the Admissions and Records Office and the student will be reinstated in the course. All reinstatement decisions by the Vice President of Academics are final.

To Request Reinstatement in a Curriculum Class:

1. The student must complete the Curriculum Course Reinstatement Request Form.
2. The student must submit the completed form to the appropriate division Dean within three (3) business days of the initial course withdrawal date.
3. If the Dean consents to the reinstatement, the division Dean will submit the signed form to the Vice President of Academics for approval.
4. If approved, the Vice President of Academics will submit the Curriculum Course Reinstatement Request Form to the Admissions and Records Office.
5. The Admissions and Records Office will reinstate the student in the course(s).

If the reinstatement request is denied at any point in the process, the division Dean or the Vice President of Academics will notify the student.

Continuing Education

Our community college recognizes that there may be circumstances where continuing education non-credit students are withdrawn from a course by the instructor or program supervisor for exceeding the number of allowed absences. If there are documented extenuating circumstances, a student may petition the instructor for reinstatement in the course. To initiate the reinstatement process, the student must email a written statement to the Vice President of Continuing Education within seven days of being dropped, providing a detailed explanation of the circumstances leading to their removal and their plan for ensuring future compliance with course requirements. If reinstatement is approved, the Vice President of Continuing Education will provide written notification to the program supervisor, instructor, and continuing education registration and records coordinator. All reinstatement decisions by the Vice President of Continuing Education are final.

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Student Initiated Withdrawal Deadline (See Drop/Add/Withdrawal Procedure – 3.2507)

Students must officially withdraw from a course on or before the 75% point of the term or class. Once processed, a student-initiated official withdrawal may not be reversed. Exceptions will be granted, with appropriate documentation, for the following reasons:

1. Medical/Psychological
2. Legal
3. Disciplinary Concerns
4. Military Obligation

Appeals to Withdraw

If a student has extenuating circumstances, which justify an official withdraw after the withdraw deadline, he or she may appeal to the Vice President of Student Services.

All requests must be received in writing and must include supporting documentation (i.e., drop/add forms, medical verification, military orders, etc.). Appeals received without the required form and proper documentation will not be considered.

Withdrawal procedures and add/drop deadline dates are widely publicized. Therefore, appeals based on a student's lack of awareness will not be reviewed.

References

Legal References: *Enter legal references here*

Cross References: [Attendance Policy](#) [Attendance Procedure](#) [Withdrawal Policy](#)
[Drop Add Withdrawal Procedure](#)

History

Leadership Council Review/Approval Dates: 10/12/2018; 11/3/2023; 3/8/2024

Senior Staff Review/Approval Dates: 2/23/18, 05/29/2018, 02/28/2023;
10/11/2023, 12/15/2023

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: 5/15/2018