



Title: Attendance
Effective Date: May 15, 2007
Date of Last Revision: May 15, 2007
Review Date:
Cancellation:
Office: Instructional Services (IS 100)

Attendance

Louisiana Technical College (LTC) defines attendance requirements and ramifications. This policy and procedures memorandum applies to all students throughout the LTC.

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

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James R. Sawtelle III
 Vice President for Career and Technical Education

Attendance
Procedures and Specific Information

109.1 SCOPE

All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Students who stop attending a course and do not officially drop, may receive a grade of “F” for all coursework missed that may result in a punitive final grade.

109.2 SPECIFIC INFORMATION

109.2.1 This policy shall be superseded by any more stringent attendance policy required by a regulatory or licensing body having jurisdiction over program requirements.

109.2.2 The attendance policy for each class must be included in the course syllabi.

109.2.3 Attendance will be tracked and maintained for various reporting purposes.

109.2.4 An instructor may drop a student for excessive absences if the student misses 10% of the class.

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