

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Expectations of Attendance**

DATE: **March 1, 1993**

NUMBER: **4.33**

REVISION(s): 6/05/07

Purpose

The College's expectations regarding class attendance are established to provide minimum standards as a basis for policy and procedure implementation.

Policy

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Faculty are responsible for maintaining attendance records in the current student information system.

Procedures

1. A statement regarding the College's expectations for class attendance will be included in the OTC Catalog and the Student Handbook.
2. Faculty will supply students with a written statement in the course syllabus at the beginning of the term that identifies attendance expectations and consequences.
3. Faculty will complete an Early Alert form for each student who has missed the determined number of class sessions and will forward forms to appropriate personnel for follow-up.
4. Faculty may withdraw students from classes for non-attendance with a grade of "W" within the published withdrawal period in accordance with syllabus guidelines.

AUTHENTICATION (Signature):

COPP

President

6/05/07
(Date)

4.33