

**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: CLASS ATTENDANCE

NUMBER: PRO 3-05

REFERENCE: Board Rule 3.05

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I. PURPOSE

To encourage class attendance and communication between faculty and students when absences occur.

II.

Faculty are responsible for
Financial Aid and Veteran's
services.

- c. Faculty are required to submit initial attendance by the posted due date. Initial attendance is recorded based on being present in class and/or submitting an assigned academic related activity during the first two weeks of the course. If marked as not attending during this period, the student will be financially responsible for the course and Financial Aid and Veteran benefits may be decreased. Students who are reported as not attending will remain registered in the class..
- d. LSSC permits written administrative appeal requests including requests for administrative drop/refund or late withdrawal due to illness. Students can