

SECTION 800.14
ATTENDANCE POLICY

1. Regular attendance is expected of Lake Region State College students. Instructors are responsible to explain the attendance policy and how it applies to their course. When absence from class becomes necessary, it is the responsibility of the student to contact the instructor (prior to the absence whenever possible) to request an absence. The student is responsible for mastery of material and completion of assignments missed as failure to do so may affect the grade of the student regardless of the reason for the absence. Students who have not attended class during the first seven days of the session may be administratively dropped from the course by the institution. Nonattendance is defined by failure to attend a campus course(s) at least once or failure to participate in an online class(s) or engage in an academically related activity. Logging into an online class is not sufficient, by itself, to demonstrate academic attendance by a student.
2. When the number of absences exceeds double the credit hours for a course by the last day to drop the courses with record, students may be administratively dropped at the request of the instructor. Students who fail to attend and have not been administratively dropped will receive a grade of "F" in the course.
3. A student who has been administratively dropped has the right to appeal the action. An appeal for re-admittance from a student dropped for excessive absences must be presented in written form within five days of the student's notification from the Registrar. The LRSC academic appeals procedure (800.31) will be followed.
4. Some programs may have a more rigorous attendance requirement that is defined in the program's student handbook or policy manual. The attendance policies explained here are applicable to all students, however, failure to be in attendance even when the absence is excused, may affect the student's eligibility to take specific tests, participate in certain aspects of the program, or obtain necessary certification in a specific skill or task.
5. Specific accommodations and excused absence protocol for students who are pregnant or parenting is outlined in the LRSC Pregnant and Parenting Policy (1500.09.01).
6. Excused absences to attend treatment, counseling, or obtain necessary care (including medical care) may also be outlined in an approved accommodation plan by the Disability Services Coordinator pursuant to Policy 800.34.
7. A student in any branch of the United States military who is called to active duty has specific rights as they relate to absences (and exceptions to their financial responsibility) under SBHE Policy 510.
8. Academic Leave of Absence: The Vice President for Academic and Student Affairs may grant an academic leave of absence when made aware that a specific hardship exists, provided:
 - a. The student provides, in advance, a written, signed, and dated request that provides the reasons for the request. If exigent circumstances exist that prevent advance notice, the leave of absence may be approved and the written request collected at a later date.
 - b. There is a reasonable expectation that the student will return to school (return may include attending online in lieu of on campus).
 - c. The leave of absence will not involve additional charges by the institution.

- d. The total number of approved leave of absence days will not exceed 180 in any twelve-month period (the twelve-month period begins on the first day of the student's absence); as such, the student must return to begin progress to satisfy their course/program requirement within this time.
- e. LRSC explains to the student (if they are a Title IV, HEA program loan recipient), prior to granting the leave of absence, the effects that failure to return may have on the loan repayment terms, including the exhaustion of some or all of the student's grace period.
- f. The institution can identify/verify the hardship and obtain information and guidance from the faculty and staff, student support services, the registrar, and/or others with relevant information regarding the student, their current academic progress, and their likelihood of academic success.

History

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