

**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	ATTENDANCE (ON-LINE COURSES)	Procedure Number:	4-4-110.2
Institutional Authority:	Vice President of Education and Training		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-4-110		

Approved: *Jusan Swanson* President      *Gemma K. Flock* Vice President of Education and Training

Date Adopted: 07/01/2004  
Date Revised: 02/22/2010

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

**ON-LINE ATTENDANCE PROCEDURE:**

The student is required to login to the course by the end of the Add/Drop period and communicate as the instructor directs to verify attendance. Instructors are required to verify a student's presence through course statistics, an email message, or discussion board posting as the instructor has specified in the syllabus addendum or elsewhere. At the end of the add/drop period, the instructor will drop the student from the course if there is no evidence of activity from the student. Except in extenuating circumstances, and with the approval of the appropriate dean, instructors drop students from class when 80% attendance is not maintained. Attendance in an online course is defined by correspondence as required by the instructor. After the Add/Drop period, each student will be expected to communicate with the instructor via e-mail, online discussion forum, phone, or appointment at least once each week and access the web class at least once each week. After any three weeks of no communication or no access, the student will be dropped from the course. The instructor will assign a grade of "W" or "WF" based upon the student's academic standing as of the last date of attendance, which is the date of last log-in.

Students wishing to withdraw from the course must follow the current ATC policy on withdrawals and refunds.