



**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	ATTENDANCE (ONLINE COURSES)	Procedure Number:	4-4-110.2
Institutional Authority:	Chief Academic Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-4-110		

Approved:		
	President	Chief Academic Officer

Date Adopted:	07/01/2004
Date Revised:	04/01/2024

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.

ONLINE ATTENDANCE PROCEDURE:

The student is required to log in 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, discussion board posting, or other assignment as the instructor has specified in the syllabus, syllabus addendum, and announcements. By the deadline set by the Registrar for each term, the instructor will verify the course roster, ensuring that all students are engaged in academic activity in the course, and to drop any student from the course that has provided no evidence of academic activity by the deadline. Except in extenuating circumstances, and with the approval of the appropriate Dean, instructors withdraw students from class when 80% attendance is not maintained. Attendance in an online course is defined by course participation 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, assignment, phone, or appointment at least once each week and access the online course at least once each week. After any three weeks (cumulative, not necessarily consecutive weeks) of no communication or non-participation, the student will be withdrawn from the course. The instructor will assign a grade of "W" or "WF" based upon the student's grade as of the last date of attendance, which is the date of last academic activity. Students wishing to withdraw from a course must follow the ATC procedures on withdrawals and refunds.