Aiken Technical College  
Procedure  

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

President  
Chief Academic Officer  

Date  
Adopted: 07/01/2004  
Revised: 11/26/2018  

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 addendum, announcements 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 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weeks (cumulative, not necessarily consecutive weeks) of no communication or non-participation, the student will be withdrawn from the course.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 academic standing 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.