

Administrative Guideline 123

Adopted: January 11, 2000

Revised: March 29, 2022

ADMINISTRATIVE GUIDELINE TYPE: Curricular Functions

ADMINISTRATIVE GUIDELINE TITLE: Student Attendance Requirements

DEPARTMENT RESPONSIBLE: Academic Affairs

I. Statement of Purpose

II. Users Governed

III. Responsibility

Instructors are responsible for recording class attendance which may be checked and verified by sources from both on and off campus. These include, but are not limited to, SCC Student Services personnel, the Veteran's Administration, federal, state, county and private human services agencies, and scholarship granting organizations. Financial aid awards are based on enrollment status and awards may be reduced for classes that are never attended. Instructors are required to provide a last date of attendance for students who receive an "F" as their final grade.

If attendance is part of the instructor's course grading, a statement must be included in the syllabus regarding the instructor's attendance policy.

Student attendance information is protected by the Family Educational Rights and Privacy Act.