

Attendance

Establishing a consistent and acceptable pattern of attendance is considered an integral part of the total educational process. Coastal Pines Technical College (CPTC) stresses the importance of attending classes as scheduled, and each instructor shall evaluate student attendance and punctuality for each course.

CPTC Procedure: Attendance and Withdrawal

Attendance / Withdrawals / Reinstatement

Students are expected to be punctual and attend all classes for which they are registered. For purposes of federal Title IV financial aid, CPTC does not require attendance. Any attendance requirements for specific courses will be clearly stated in the course syllabus. The U.S. Department of Education requires institutions to be able to demonstrate that federal aid recipients established eligibility for federal aid by participating in academic-related activities for all enrolled course work. Participation includes completing activities such as submitting assignments, taking exams/quizzes, interactive tutorials, or computer-assisted instruction. Students enrolled in online courses are expected to participate in the online class by completing assignments, contributing to online discussions, and initiating contact with a faculty member. Logging into the online class does not establish student enrollment and participation in the course. Students must establish enrollment and course participation each semester before financial aid funds are disbursed. Student attendance will be monitored for the first five (5) calendar days of each term. Monitoring attendance beyond the fifth day is at the instructor's discretion.

To receive a 100% refund, the student must officially withdraw from their course(s) within the first five calendar days of the term. Students can officially withdraw by completing the Electronic Course Withdrawal Form located on their Okta account, OR the STUDENT can email their instructor notifying them that they wish to withdraw from the course OR complete a paper withdrawal form located in admissions and have the instructor sign and submit the completed form to the Registrar's Office by the close of business on the fifth business day of the term.

Students who withdraw from a course after the end of the fifth business day of the term shall receive a grade of 'W' and shall receive no refund of tuition and fees.

In instances where students are administratively dropped from the course(s) because of nonpayment, the student must contact their instructor to request reinstatement. Reinstatement is not guaranteed.

No Show Status

Students are expected to attend all classes for which they are registered. Instructors will monitor attendance through the first five (5) calendar days of each academic term. Students who do not establish a presence (attendance) in at least one class session will be reported as a No Show for the course and if applicable, tuition will be adjusted, and financial aid reduced accordingly.

Dual Enrollment

Dual enrollment students need to contact their high school counselor in order to withdraw from a course. The high school counselor will be expected to contact a Coastal Pines Technical College Dual Enrollment Advisor to process the withdrawal. Active high school students will not be withdrawn without confirmation from their high school counselor.

Formal Official Withdrawal

Students who wish to officially withdraw from an individual course but remain enrolled in other courses must officially withdraw from the course by completing the Electronic Course Withdrawal Form located on the students' OKTA account OR emailing their instructor notifying them they wish to withdraw, OR complete the paper Course Withdrawal Form located in admission and have the instructor sign, and then submit to the Registrar's Office.

Students who would like to officially withdraw from all courses are strongly encouraged to consult with their Academic Advisor and the Financial Aid Office prior to withdrawing. Withdrawing from a course may have a negative effect on their academic standing, satisfactory academic progress status, financial aid awards, and

student account balance. The student's official withdrawal date will be the date the student initiates the withdrawal. A student who wishes to withdraw from all courses must withdraw themselves either through BannerWeb OR by listing all the courses on the Course Withdrawal Form.

Unofficial Withdrawal

Students who stop attending class but do not officially withdraw are considered to have unofficially withdrawn. All students who unofficially withdraw before the midpoint of the term will be assigned an unofficial withdrawal date identified as the 50% point of the term. Students with documented attendance beyond the midpoint of the term may be assigned a later withdrawal date.

Students who stop attending class, but do not formally withdraw, may receive a grade of F and could face financial aid repercussions in upcoming semesters. Unless otherwise specified in a program attendance procedure as required by the program accreditation/licensing agency, students will not be withdrawn by an instructor for attendance.

Last Date of Activity Guidelines

The purpose of the last date of activity is to appropriately assess the financial liability for students and limit the financial liability for the College as well as the academic consequences for the student. The last date of the activity will be documented by the instructor through an "academically related activity." An academically related activity is demonstrated through active participation (simply logging into an online class is not considered active participation).

Academically related activities include, but are not limited to the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- submitting a current academic assignment
- completing an exam, an interactive tutorial, or computer-assisted instruction
- participating in an online discussion within a course
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Student Responsibility

Some academic programs have specific attendance policies. These policies will be located in the course syllabus and addressed by instructors during course introductions. It is the student's responsibility to properly withdraw from a class if required attendance cannot be maintained.

Attendance Records

The instructor's class grade book or distance education learning management system (LMS) platform or the Banner Attendance module maintained by the instructor is the College's official student record for all matters pertaining to attendance and course completion.

Course Withdrawal

Class attendance is a very important aspect of student success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Coastal Pines Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Attendance is required to be taken during the first session of a class and reported to the Registrar's Office through BannerWeb by each instructor. Instructors are responsible for maintaining records of attendance to comply with financial aid and federal regulations.

In instances where students are administratively dropped from the course(s) as a result of nonpayment, the student must contact the Registrar's Office to request reinstatement. Reinstatement is not guaranteed.

Students should complete the electronic withdrawal form to officially withdraw from a class. This form can be found on the Coastal Pines website under MYCPTC - Student Electronic Forms or on the students Okta dashboard. Students who stop attending class, but do not formally withdraw, will receive a grade of F and could face financial aid repercussions in upcoming semesters. Unless otherwise specified in a program attendance procedure as required by the program accreditation/licensing agency, students will not be withdrawn by an instructor for attendance. However, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities may be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. For unofficial withdrawals without notification, or when the last date of attendance is unknown or prior to the midpoint, the midpoint of the payment period or period of enrollment will be used as the student's last date of attendance.

The purpose of the last date of attendance is to appropriately assess the financial liability for students and limit the financial liability for the College as well as the academic consequences for the student. The last date of attendance will be documented by the instructor through an "academically related activity." An academically related activity for attendance is demonstrated through active participation (simply logging into an online class is not considered active participation). Academically related activities include, but are not limited to the following:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- submitting a current academic assignment
- completing an exam, an interactive tutorial, or computer-assisted instruction
- participating in an online discussion within a course
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Assignments missed due to tardiness, early departure, or absences may be made up only at the discretion of the instructor or the procedure outlined in the course syllabus.

It is the responsibility of the student to make arrangements with the instructor for missed assignments due to documented absences related to jury duty or military duty, official college activities, or medical emergencies. Make-up work is at the discretion of the instructor and students are encouraged to make arrangements in advance when possible. Requirements for instructional and clinical hours for programs that have accrediting agencies or licensure boards reflect the rule of the respective agencies. Therefore, class and clinical attendance are required. The procedure for absences is determined by the program lead instructor, program director, or program clinical coordinator. Procedures for making up time in these specific programs will be outlined in the course syllabus.

Class Tardiness

Class tardiness procedures will vary by the course and/or program of study. This information will be located in the course syllabus and addressed by instructors during course introductions.

Make up of Work Missed

Make up work procedures will vary by the course and/or program of study. This information will be located in the course syllabus and addressed by instructors during course introductions.

Distance Education Participation

Coastal Pines Technical College (CPTC) is committed to providing students the opportunity to access quality instruction anytime, anywhere. Establishing a consistent and acceptable pattern of logging in and submitting work is considered an integral part of the total educational process. Employers who hire Technical College System of Georgia graduates consistently stress the importance of having a good punctuality record. Students are receiving an education for direct entry into the workforce. CPTC has the responsibility of attempting to instill in each student the importance of a good attendance and punctuality record. Because of this importance, an evaluation of participation is done in each course.

Students in distance education classes must complete an academic assignment within the first five (5) calendar days of the academic term. Students who fail to complete an academic assignment within five days will be considered a "No Show". Students enrolled in distance education classes should actively participate in class assignments as prescribed by the course syllabus and/or instructor. Students in Distance Education courses should follow the procedures for participation and withdrawal as outlined for all courses in the handbook.

Programs Resulting in Licensure

A student who is enrolled in a program that requires licensure will be required to make up clinical hours in accordance with the program's policy. Otherwise, consent document to take the licensing or certification examination will not be signed by the instructor of that program. Students are responsible for reading and complying with attendance guidelines. Attendance regulations of programs in some fields that require licensure may exceed those of CPTC.

Attendance Appeal Process

A student who has been unofficially withdrawn from a class as a result of non-attendance can appeal for reinstatement into the class. During the appeal procedure, the student will continue to attend the class until the issue is resolved. The student has three (3) business days from the date of withdrawal to implement the appeal process, which is delineated below:

Step One (Business Days 3 through 5)

The student should appeal for reinstatement into the class, with the instructor who enforced the attendance procedure, within five business days of the withdrawal. The student's appeal packet should include a completed CPTC Student Attendance Appeal Form and supporting documentation (letters or memoranda should be typed). The instructor will respond within two business days to the student's appeal via CPTC email to the student. If the issue is not resolved by the instructor, the student has two business days to appeal to the Dean.

Step Two (Business Days 6 through 10)

The student should schedule an appointment with the Dean to continue the appeal process. The student should present the appeal packet and a copy of the instructor's response to the student's initial appeal. The student should discuss with the Dean any extenuating circumstances that may have caused absences. The Dean will review the student's appeal packet and respond to the student via CPTC email within three business days of receipt of the appeal. If the issue is not resolved by the Dean, the student has two business days to appeal to the Vice President for Academic Affairs for a final decision.

Step Three (Business Days 11 through 13)

The student should contact the Office of the Vice President for Academic Affairs (VPAA) for an appointment concerning the appeal. The student should present the appeal packet and copies of responses from the instructor and Dean. The student should discuss with the VPAA any extenuating circumstances that may have caused absences. The VPAA will review the student's appeal packet and respond to the student via CPTC email within three business days of receipt of the appeal. The decision of the VPAA is final.

The timeline for the appeal process listed above represents the maximum processing time for this procedure. The process will be expedited when possible.