

**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

TITLE: CLASS ATTENDANCE

NUMBER: PRO 3-05

REFERENCE: Board Rule 3.05

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**I. PURPOSE**

To encourage class attendance and communication between faculty and students when absences occur.

**II.**

nts are responsible for  
al Aid and Veteran's  
acts.

- c. Faculty are required to submit initial attendance by the posted due date. Initial attendance is recorded based on being present in class and/or submitting an assigned academic related activity during the first two weeks of the course. If marked as not attending during this period, the student will be financially responsible for the course and Financial Aid and Veteran benefits may be decreased. Students who are reported as not attending will remain registered in the class..
- d. LSSC permits written administrative appeal requests including requests for administrative drop/refund or late withdrawal due to illness. Students can