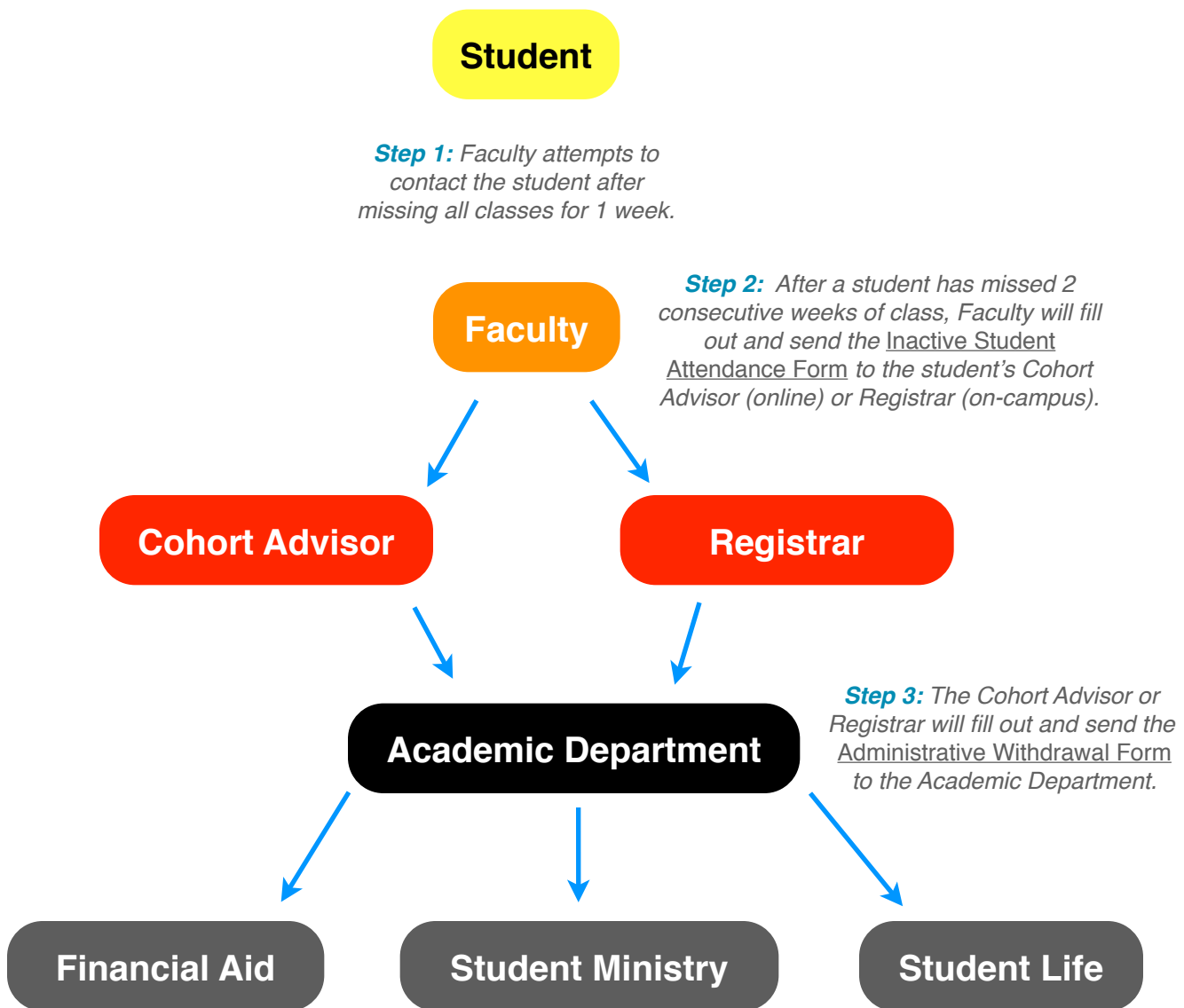


Attendance Policy

In order to receive financial aid, a student must regularly attend class. Faculty must record attendance every lecture meeting.

If a student is registered in a course on ABHE, but does not attend, the Faculty member will record the dates which the student was absent. Faculty will attempt to communicate with the student via phone, email or SMS, to urge the student to attend.

If the student has not attended class for two consecutive weeks of class, the Faculty, Cohort Advisors, and Registrar will submit these forms to the Academic Department (scanned to PDF and emailed to jle@sum.edu), and we will inform the relevant parties of the student's withdrawal from the course.





Administrative Withdrawal Form

Inactive Student Attendance

This form must be completed **by a Cohort Advisor or the Registrar** after a student has missed two consecutive weeks of classroom instruction without informing the cohort advisor member concerning the student's reason for the absences.

Student Name _____

Course Number, Name & Instructor(s) _____

Trimester & Year _____

Cohort Advisor Name & Location _____

Dates of Missed Classroom Attendance _____

Dates of Communication Attempts Initiated with the Student	
Phone or SMS	
Email	

Advisor Name (Printed)	Advisor Signature	Date
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Office Use Only		
Inactive Student Attendance Form Received	Date	Department Approval Initials
Sent To Financial Aid Office	Date	Department Approval Initials
Sent to Business Office	Date	Department Approval Initials
Sent to Registrar	Date	Department Approval Initials
Student Notified	Date	Department Approval Initials