

<b>Policy: Student Attendance</b>	<b>Number: 809.01</b>
<b>Date Revised: 08-01-17</b>	<b>Supersedes: C-09</b>
<b>Cross Reference: <i>Alabama Community College System Policy 809.01</i></b>	<b>Issued: 08-23-93</b>

All instructors will notify the Director of Student Services or their respective campus representative when a student accumulates three consecutive absences. The Director of Student Services or representative will contact the institution to determine the reason, then notify the instructor of the student's status. In the event the student accumulates five consecutive unexcused absences, the student will be dropped from enrollment. The drop date will always be the student's official last day of attendance. Instructors are to refrain from contacting ADOC in regards to student's status. All request for information regarding students, should be made through the Office of Admissions and Records.