



## **SATISFACTORY ACADEMIC PROGRESS AND ATTENDANCE POLICY**

Official student attendance is required of all faculty at the beginning of each semester. The Registrar's Office sends out official class lists the week following the add/drop period to all faculty to sign and return certifying the student is present.

Students who appear to not be attending the institution are contacted to confirm their status. If necessary, the student is then dropped from the system effective the day before classes begin as a "No Show."

Students not attending an individual class only are contacted to either prompt attendance or withdraw from the class.

For more information, please contact Vanessa Majewski at [vmajewski@lec.edu](mailto:vmajewski@lec.edu)