



Policy Title
No-Show Attendance Policy

Policy Number
1-200

Responsible Unit: Southern University Law Center	Effective Date: January 6, 2021
Responsible Official: Vice-Chancellor for Academic Affairs	Last Reviewed Date: October 21, 2020
Policy Classification: Academic Affairs	Last Revised Date: October 21, 2020
	Origination Date: August 19, 2020

I. Policy Overview

The purpose of this policy is to articulate the implications of an enrolled student not attending class during the first week of school.

II. Policy Scope

This policy applies to students.

III. Policy Compliance

This policy will inform SULC faculty and students on the implications of an enrolled student failing to attend any classes during the first week of school. The policy impacts SULC enrollment data to the extent necessary to ensure that enrolled students are attending class under the SULC mandatory attendance policy.

IV. Policy Definitions

No Show Student – a student who has not attended any class during the first week of an academic semester and/or session.

V. Policy Development and Implementation Procedure

The policy was developed by the Vice Chancellor for Academic Affairs and approved by faculty vote on August 19, 2020. The policy was reviewed and updated on October 21, 2020 with an effective date of January 6, 2021 which is the start date of the Spring 2021 semester. The Vice Chancellor for Academic Affairs will be charged with implementing and enforcing this policy.

VI. Policy and Applicable Procedures

1. An enrolled student who does not attend any of his/her scheduled classes during the first week of school will be designated as a “No Show” and will be contacted by the Office of Records and Registration. A No Show student will be informed that their course roster will be removed from Banner (i.e., student will be removed from all classes) if they do not prove that they are attending classes. A student’s attendance in class will be based on a review of the attendance software used by the Law Center and/or confirmation from the student’s professor.
2. Any No Show student who does not prove attendance in class by the second week of school shall have their course roster removed from Banner (i.e., student will be removed from all classes) and any financial aid awarded to the student will be cancelled and returned to the student’s lender and/or provider.

VII. Policy History and Review


This policy was created and became effective on August 19, 2020. The policy was updated on October 21, 2020 with an effective date of January 6, 2021. The policy is subject to a five-year policy review cycle and shall be reviewed by the Vice Chancellor for Academic Affairs and any changes will be submitted to the faculty for consideration.

VIII. Publication of Policy

This policy is published on the Southern University Law Center website at www.sulc.edu.

IX. Policy Approval

This policy was approved by:



John K. Pierre
Chancellor, Southern University Law Center

October 21, 2020
Date