

## **60% Attendance**

Procedures:

Attendance will be reported at the 60% part of the Fall and Spring semester.

1. Instructors of Record will record attendance on the Web for each student that is no longer attending.
2. Instructors of Record will submit the names and TSU ID numbers of students that no longer attending to the Office of the Registrar.
3. Students that have been reported by all Instructors as ceasing to attend will be notified by mail that they have been totally withdrawn for the semester.