

## **Attendance "NAT" Never Attended**

### **Procedures:**

The following ensures that attendance at Texas Southern University is recorded.

1. Students that do not attend class during the first two weeks of the Fall and Spring semesters and the first four days of the Summer semesters will be reported to the Office of the Registrar by the Instructor of Record.
2. Students that are reported as "NAT" (never attended) will be dropped from the course(s). The Office of Financial Aid will be notified and your financial aid will be affected if you are a financial aid recipient. If you are not a financial aid recipient your student account will be affected.
3. Students reported in error must submit documentation from the Instructor of Record indicating that an error occurred in recording his/her attendance. The student will be reinstated to the course(s). The Office of Financial Aid will be notified of the reinstatement(s). Please contact your Financial Aid Counselor.
4. Students that are reinstated in error by the Instructor of Record can petition the Instructor of Record and must submit documentation stating that they were reinstated in error. Course(s) will be removed from student's registration.