

**TRI-COUNTY TECHNICAL COLLEGE  
PROCEDURE**

**PROCEDURE NUMBER:** 3-2-1053.1

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**TITLE:** Attendance for Credit Students

**RELATED POLICIES  
AND PROCEDURES:** 3-2-1050.1, Grading System Credit and Non-credit Courses  
Procedure  
3-2-1053, Attendance for Credit Students Policy  
3-2-2030, Credit Course Drop-Add Period Policy

**ADMINISTRATIVE  
RESPONSIBILITY:** Senior Vice President

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July 1, 2004

June 11, 2014

June 11, 2014

**DATE APPROVED BY  
PRESIDENT**

**DATE LAST REVIEW**

**DATE LAST REVISION**

Class attendance is crucial to student success. As such, the College requires regular attendance to promote academic success and effective workplace skills required by employers. Additionally, the College must maintain compliance with all federal financial aid statutes regarding attendance. Therefore, a student who accumulates more than the allowable number of absences during the semester will be withdrawn from the course.

A student may not be absent for more than 14 consecutive calendar days in a fall or spring term.

A student who arrives late may, at the discretion of the instructor, be marked absent for that class.

All faculty will maintain accurate and timely attendance in the Attendance Tracker.

In extenuating circumstances, a student may request re-admittance to class by meeting with the instructor and explaining the absences. If the instructor agrees to re-admit the student, the instructor will inform the student in writing of the requirements which must

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be met to successfully complete the course, update the final grade in Banner from AW to ADMIT, and delete the last date of attendance.