TRI-COUNTY TECHNICAL COLLEGE
PROCEDURE

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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:** Chief Academic Officer

July 1, 2004	April 29, 2024	April 29, 2024
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a student who accumulates more than the allowable number of absences during the semester will be automatically withdrawn from the course or receive a final grade pursuant with College procedures

A student may not be absent from a course for more class meetings than are regularly scheduled in a 2-week period during the Fall and Spring semesters. Courses that have more than six class meetings in a regularly scheduled week will have no more than six allowable absences. The number of allowable absences during the summer term or other sessions of varying length will be 10% of the total number of class meetings.

Attendance in online courses will be determined by either students' submission of work or engagement in a scheduled online activity.

Individual Academic Divisions/Departments may have a more rigid attendance policy. Any division or department policies must be communicated in writing to students on the first day of class.

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

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that class.

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

In non-academic extenuating circumstances, a student may request an exception to the attendance policy by meeting with the instructor and explaining the absences. If the instructor agrees to grant an exception, the exception should be recorded appropriately in the Attendance Tracker.

Instructors may re-admit a student who has been withdrawn. With any exception, the instructor will inform the student in writing of the requirements which must be met to successfully complete the course.

Upon re-admittance, the allowable number of absences will be restored to the original number. Individual Academic Divisions/Departments may have a more rigid re-admittance policy. Any division or department policies must be communicated in writing to students upon re-admittance.

Allowable absences include but are not limited to:

Fall/Spring Session A (Face-to-Face/Hybrid)
Meetings per Week: 3+   Allowable absences: 6
Meetings per Week: 2   Allowable absences: 4
Meetings per Week: 1   Allowable absences: 2

Fall/Spring Session B/C/I/J (Face-to-Face/Hybrid)
Meetings per Week: 5   Allowable absences: 3
Meetings per Week: 3-4   Allowable absences: 2
Meetings per Week: 1-2   Allowable absences: 1

Fall/Spring Session A (Online)
Allowable absences: ~~1~~ 2

Fall/Spring Session B/C/I/J (Online)
Allowable absences: 1

Summer Session A (Face-to-Face/Hybrid)
Meetings per Week: 5   Allowable absences: 5
Meetings per Week: 4   Allowable absences: 4
Meetings per Week: 3   Allowable absences: 3

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Meetings per Week: 2   Allowable absences: 2
Meetings per Week: 1   Allowable absences: 1

Summer Session B/C (Face-to-Face/Hybrid)
Meetings per Week: 5   Allowable absences: 3
Meetings per Week: 3-4   Allowable absences: 2
Meetings per Week: 1-2   Allowable absences: 1

Summer Session May Term (Face-to-Face/Hybrid)
Allowable absences: 2

Summer Session LBC (Face-to-Face/Hybrid)
Meetings per Week: 5   Allowable absences: 4

Summer Session A~~/B/C~~ (Online)
Allowable absences: ~~1~~2

Summer Session B/C
Allowable absences: 1