

**CLOVER PARK TECHNICAL COLLEGE  
POLICY**

CHAPTER 5	SECTION 9	TITLE Student Attendance	HISTORY		
			Adopted N/A	Campus Forum N/A	Reviewed 2020
			Revised 2020		Next review 2023

**POLICY**

The Student is expected to attend all classes for which the student is registered in order to gain maximum benefit. The instructor may establish an attendance policy for the program. It is the responsibility of the student to know and comply with the policy. Programs having established attendance policies will include relevant information in course syllabi.

A student who does not attend the first two class sessions and/or comply with the established attendance policy for the class or program may forfeit the right to continue and will be reported as not attending by class or program faculty.

Student attendance is gathered to demonstrate the same requirements that are necessary on the job and to satisfy reporting requirements for federal and state financial aid and funding agencies. Class rosters must match student enrollments by the 10<sup>th</sup> instructional day of each quarter.

APPROVAL: <u><i>J. Loveday</i></u> By: _____ Dr. Joyce Loveday	Date: <u><i>8-31-20</i></u>
Board Chair Review: <u><i>R. J. [Signature]</i></u>	Date: <u><i>8/10/2020</i></u>