
Policy Title: STUDENT ATTENDANCE

Students in degree programs and credit courses at Mid-State Technical College are expected to attend and participate in classes regularly to receive the maximum benefit from their educational experience. Attendance is the responsibility of the individual student, including notification as required by the instructor and arranging for the completion of missed course work.

Specific attendance standards for courses, labs, internships, and clinical may be established by instructional departments and documented by the division dean. If specific attendance requirements are established, they will be communicated to students in writing via the course syllabus, by the instructor at the first class session, and attendance must be documented by the instructor.

Recording the last day of student attendance and the number of hours attended within 14 days after course completion is necessary to comply with federal requirements for students receiving financial aid.

Adopted: August 2011
Last Reviewed: July 2017
Last Revised: