

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

7.35020 DR

STUDENT ATTENDANCE

7.35020 DR

Reference: 6.05015 Grading System

To facilitate learning and to meet relevant federal and state requirements, student attendance will be encouraged and documented.

- A. The instructor will describe attendance requirements in a course outline distributed at the beginning of the course. These requirements may be more stringent than those listed in this regulation.
- B. The instructor will document student attendance by a means appropriate to the method of instructional delivery.
- C. A student will be withdrawn from a course by the instructor after a continuous absence equating to 15% of the total class time. Exceptions may be made after a conference with the student with documentation retained by the instructor.
- D. A student will be withdrawn from a course by the instructor after an absence equating to 33% of the total class time. Exceptions may be made after a conference with the student with documentation retained by the instructor.

Approved: Chancellor
August 9, 1977

Revised: June 10, 2003