

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IP 6310 Classroom Attendance	Page 1 of 2
Associated Policies: SP 2180 Military Service	
Associated Regulations: IR 6310 Classroom Attendance; SR 2310 Drop/Withdrawal Procedures; SR 2181 Military Duty; SR 2182 Military Education Benefits	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 11-15-2023

Three Rivers College recognizes that class attendance is essential for student success; therefore, students are expected to attend all class sessions and report punctually. The college is an attendance taking institution as defined by the Federal Department of Education for student aid.

In keeping with Federal Regulations governing Title IV Federal Financial Aid programs, the college adheres to strict guidelines for classroom attendance. The college faculty are responsible for taking and reporting attendance as related to “academic engagement” and therefore “must document active participation by a student in instructional activity related to the student’s course of study that is defined by the institution in accordance with any applicable requirements of its State or accrediting agency” (Federal Student Aid Handbook and 34.CFR 600.2). All courses are monitored by the faculty for daily and weekly attendance depending on modality. More specific details regarding attendance monitoring requirements are listed in the course syllabi.

Individual faculty, departments, and programs may adopt stricter attendance policies than contained herein. If different attendance requirements exist, the faculty must list the specific attendance requirements in their course syllabus and/or program guides to meet the established needs or standards as required. For more specific information on taking classroom attendance please refer to college regulation IR 6310 Classroom Attendance.

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DOCUMENT HISTORY:

- 05-18-2016:** Initial approval of policy IP 6310 Classroom Attendance.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 11-15-2023:** Clarifications to align with Federal regulation 34 CFR 600.2.