

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6300 Classroom Management	
Title: IP 6310 Classroom Attendance	Page 1 of 2
Associated Regulations: IR 6310 Classroom Attendance	
References: Title IV Funds; Federal Student Aid Handbook 2015, 5-59	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 05-18-2016	Last Revision: 09-21-2016

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 and therefore “must document that the activity is academic or academically related, and verify the student’s attendance at the activity” (Federal Student Aid Handbook 2015 - 2016, 5-59). 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.