Davis Technical College
Student Attendance Policy and Procedures

Effective Date: 06-26-2018

1.   Purpose

1.1.   Davis Technical College (college) offers job-focused training in a competency based format. Dependability and punctuality, as well as productivity, contribute to student employability. As such, the following standards have been defined for satisfactory attendance.

2.   References

2.1.   Davis Technical College Admissions Policy

2.2.   Davis Technical College Schedule Change Policy

2.3.   Davis Technical College Student Records Policy

2.4.   Davis Technical College Work-Based Activities Policy

2.5.   Davis Technical College Withdrawal Policy and Procedures

2.6.   Davis Technical College Student Code of Conduct Policy and Procedures

3.   Definitions

3.1.   Defined-Entry/Defined-Exit Schedule – Courses have designated start and end dates.

3.2.   Open-Entry/Defined-Exit Schedule - Students may enroll in courses at any time and are given a defined end date based on the individual schedule.

3.3.   Work-Based Learning - Students are assigned a total number of hours to be completed in supervised work activities including externships and clinicals on or off campus.

3.4.   Hybrid Instruction - A method of instructional delivery combining online and in-class learning activities.

3.5.   Attendance – Student physical presence during a scheduled period of time.

4.   Policy

4.1.   General Attendance

4.1.1.   College programs approved to deliver instruction in a hybrid format must define minimum program attendance standards in the Program Orientation of at least 51%.

4.1.2.   In accordance with the college Student Records Policy and Procedures, student attendance information may be released to potential employers.

4.1.3.   Students are responsible for attendance in accordance with the defined schedule and program policy defined in the program orientation, clocking in to the student information system when they arrive and depart the classroom, or in accordance with the Work-Based Activities Policy if engaged in clinical or externship training.

4.1.4.   Student financial sponsors may hold students to a higher attendance standard than those defined by the program, as defined in the student sponsor agreement.

4.1.5.   Students are responsible for knowing program and sponsor attendance standards and for complying with the higher standard.

4.1.6.   Students may not attend class outside the scheduled period(s).

4.1.7.   Faculty will review and submit class rolls daily, validating the accuracy of student attendance data.

4.1.8.   Faculty will evaluate attendance records in relation to defined standards, addressing attendance concerns with students in the program.

4.2.   Students who do not meet attendance standards defined in the program orientation:

4.2.1.   May be subject to probation or disciplinary action as defined in the Program Orientation, Student Code of Conduct Policy, and Withdrawal Policy.

4.2.2.   May lose federal financial aid or scholarship eligibility and benefits as determined in accordance with College Financial Aid requirements and Department of Education regulations.

5.   **Procedures**

5.1.   Changing Submitted Attendance Data

5.1.1.   Students may request changes to attendance records by providing evidence of attendance to course faculty.

5.1.1.1. Faculty may submit Correction forms indicating approval to change a student attendance record.

5.1.2.   Attendance record changes requested within 30 calendar days from the absence require approval from Student Services personnel.

5.1.3.   Attendance record changes requested 30 days or more beyond the absence require approval from the Director of Programs and Student Services personnel.

5.2.   Attendance Status Codes

5.2.1.   Present (Code P) – The student clocked in to the student information system and attended class. Clock-in is available ten minutes prior to the start of class.

5.2.2.   Tardy (Code T) - Although the student clocked in to the student information system, the student clocked in between ten and twenty minutes after the scheduled start of the class or left class prior to the end of class.

5.2.3.   Absent (Code A) –The student did not clock in to the student information system because they did not attend class, clocked in more than twenty minutes beyond the start of class, or missed more than twenty minutes of class.

5.2.4.   Non-productive (Code N) - Although the student attended class, the instructor determined that the student was off-task or disengaged from instruction.

5.2.5.   Job Interview (Code V) - Student missed class due to a training-related job interview. Job search activities are not considered a job interview and should be conducted outside of scheduled class time. *Students must notify the instructor of their anticipated absence prior to the interview.*

5.2.6.   Off-site Training Activities (Code S) – Student missed class due to training related event such as participation in a College student organization activity or conference. *Students must notify the instructor of their anticipated absence prior to the event.*

5.2.7.   High School Activities (Code H) – Student missed class due to a documented high school activity. Such information may come from school district officials to the Director of Student Services, who will convey the information to instructors. The College will honor requests for large groups of students (i.e. all students from a particular school) automatically.

6.   **Approval**

Original policy approved August 15, 2012
Revised policy approved September 28, 2017