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**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 programs based on accreditation and licensing requirements. If specific attendance requirements are established, they will be communicated to students in writing via the course syllabus, by the instructor during the first class session, and attendance must be documented by the instructor.

Documenting that a student began attendance in each class and recording the last date of attendance for any student who did not achieve a passing grade is necessary to comply with federal requirements for students receiving financial aid.

*Adopted: August 2011*  
*Last Reviewed: November 2020*  
*Last Revised: January 2021*