



## BOARD POLICY

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**TITLE: ATTENDANCE**

**BOARD POLICY # 5070** *(was 704 Withdrawals)*

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Students are considered “in attendance” for classes that their academic record shows they are registered for in the second week of the term.

For purposes of this policy, “in attendance” refers to registration in courses, not to students’ physical presence in classes.

Students discontinuing attendance without officially withdrawing through the Registration and Records Department will still be responsible for the costs associated with the course and may receive failing grades, depending on course grading structure.

**RESPONSIBILITY:**

The Director of Records and Registration is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 11/10/2020**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**