CLOVER PARK TECHNICAL COLLEGE
POLICY

CHAPTER	SECTION	TITLE	HISTORY		
5	9	STUDENT ATTENDANCE	**Adopted**	**Campus Forum**	**Reviewed 2020, 2024**
			Revised 2020, 2024	**2024**	**Next review 2026**

Pursuant to the Federal Student Aid Handbook (FSA), 34 CFR 668.164(b)(3), Volume 4 Chapters 2 and 3 and FSA Handbook Volume 3, chapter 7 and Volume 7, the institution (Clover Park Technical College) must have a process in place to collect or obtain documentation to demonstrate a student established eligibility by beginning class attendance.

In addition to the above, the State Board for Community & Technical Colleges (SBCTC) requires the colleges to
1. Eliminate inactive enrollments by the enrollment census date (usually the 10th instructional day). Inactive students are defined as:
   - Identified as a no-show
   - Officially withdrawn from a course
   - Dropped from the course as no longer participating which means
     - No assignments submitted
     - No exams taken
     - Documented for lack of participation in an online interactive class or posting by student in online tutorial
     - No email from the student to faculty asking questions about the class assignments
   - Excessive unexcused absences
2. Report attendance to help mitigate enrollment and financial aid fraud

The purpose of this policy is to proactively minimize the financial barriers and enrollment associated with students remaining enrolled in a course or courses for which they did not attend, and to mitigate enrollment and financial aid fraud. The instructor may establish an attendance policy for the classes and/or the program. Classes or programs having established attendance policies will include relevant information in course syllabi. It is the responsibility of the student to comply with the established attendance policy.

NOTE: Attendance in a class or classes does not equate to hours required by licensing agencies.

APPROVAL:

By: _____ Date: 5/20/24

Dr. Joyce Loveday

Board Chair Review: _____ Date: 7/10/24