



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: ATTENDANCE (EXCEPT HIGH SCHOOL CONTRACT AND APPRENTICE STUDENTS)	Code: DD1001
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Policy Reference: D1000, Attendance (Except for High School Contract and Apprentice Students)

Face-to-Face Courses

Instructors are required to document class attendance as specified in the Course Withdrawals and Appeal Policy. . It is the responsibility of each student to discuss his/her absences with his/her instructor. When an absence occurs, the responsibility for the makeup of the work lies with the student.

On-line Courses

Instructors are required to document class participation as specified in the course syllabus. When non-participation occurs, the responsibility for makeup of the work lies with the student.

See Also: MATC Policy D0900, COURSE WITHDRAWALS AND APPEALS

Office of Responsibility: Enrollment Management, Office of the Registrar
Last reviewed on May 3, 2022