**Attendance Policy**

Students at UTTC are expected to actively engage in all of their class sessions. Expectations for attendance are shared by the faculty members at the beginning of each semester and included in course syllabi. Instructors set up the grade book in their courses in My.UTTC.edu to report absences as “hourly”, which is the standard at UTTC for tracking attendance. Students can track and monitor their own attendance, per class, on the Learning Management System (LMS) found at My.UTTC.edu.

It is the student’s responsibility to communicate with their instructors regarding any emergencies that cause them to miss class. Regardless of the circumstances, the student is responsible for obtaining any information missed because of the absence and completing any outstanding assignments. The student may refer to the course assignments in My.UTTC.edu, contact another student enrolled in the course, or meet with the course instructor during office hours to get the missing information.

Instructors enter student attendance into My.UTTC.edu on a daily basis during census period (the first two weeks of fall and spring semesters, and the first week of summer semester) and on a weekly basis throughout the academic semester. Attendance is entered as “Present”, “Absent-Unexcused”, or “Excused” (college-sanctioned absences).

**Absent-Unexcused Absences**

All absences, with the exception of those referred to as college-sanctioned, are reported in the Jenzabar system (My.UTTC.edu) as “Absent-Unexcused”. Students are still able to obtain information about any missed assignments and complete those assignments according to the criteria for late assignments that is detailed in the course syllabi.

**Excused: College-Sanctioned Absences**

College-sanctioned absences are reported as “Excused”. College-sanctioned absences include mandatory military obligation, cultural events, religious observances, mandatory court appearances, and participation in college activities at the request of college authorities, such as academic and athletic events.  Instructors may request third party documentation and may consult with the Vice President of Academic Affairs regarding what constitutes college- sanctioned events.

Students are responsible for notifying their instructors of expected college-sanctioned absences prior to the event. If the student does not notify the instructor in advance, the absence will be reported as “Absent-Unexcused”.

**College-Initiated Withdrawal**

The following circumstances will initiate a college-initiated (involuntary) withdrawal from the institution:

* If a student is registered and has not attended any of his or her classes within the Census period, which is the first two weeks of the fall or spring semester and the first week of the summer semester.
* A student who misses two consecutive weeks of all current courses without any communication with the academic advisor or Wellness Counselor.

OR the student has less than 60% as a grade in all courses.

In the case of a college-initiated withdrawal due to excessive absences and unsatisfactory academic progress, the primary academic advisor will initiate the Official Institutional Withdrawal form, indicating a college-initiated withdrawal for the student. The last date the student attended class must be indicated on the withdrawal form. The form is then emailed to the Wellness Counselor.

The Wellness Counselor signs the form and forwards it to the appropriate Vice President for final signature. In the case of excessive absences, the form is signed by the Vice President of Academic Affairs (VPAA). It is then returned to the Wellness Counselor who is responsible for emailing the completed form to the academic advisor, Financial Aid, Registrar’s Office, Housing, Safety and Security, Student Accounts, and others as necessary. The academic advisor will notify the student that he or she has been withdrawn and of the right to appeal via email by sending said notification and explanation of rights to the student’s UTTC email address.

**Appeal Process**

The student has the right to appeal the withdrawal action within 3 business days of the date that they are emailed the notification of withdrawal and explanation of appeal rights.  Appeals for withdrawals due to excessive absences and lack of academic progress are submitted to the VPAA. Any information that may support the student’s appeal should be included in the email, such as circumstances outside of the student’s control. The VPAA will respond to the student’s email within two (2) business days.

If the appeal is successful, the VPAA will notify the student, the primary academic advisor, Wellness Counselor, Financial Aid, the Registrar’s Office, Housing, Security and Vice President of Campus Services. If the appeal is not supported, the VPAA will notify the same parties and the Registrar’s Office will record the official institutional withdrawal on the student’s official record.

The student submitting the appeal assumes all responsibility for filing appropriate documentation in a timely manner. The decision by the VPAA is final.