



MTI COLLEGE

Student Attendance Academics

Policy:

Students are strongly encouraged to maintain good attendance in order to fully benefit from their courses and to successfully achieve all program outcomes. MTI College measures student attendance at the class and program levels.

Class Attendance

- Students are responsible for catching up on any material or assignments they have missed.
- Students attending less than 50 percent of the class period will be marked absent.
- Students are expected to arrive on-time and remain in class until the instructor dismisses them. Students leaving before the instructor has dismissed them will have their attendance records marked as an 'early departure'.
- Students who fail to attend the first session of a class may be dropped from the class or program.
- Students who are not in attendance for more than 14 days, may have their enrollment terminated.
- Various programs have specific attendance requirements. Please refer to course syllabi.

Program Attendance (Cumulative)

- Program attendance for every student is measured cumulatively at the end of each term over the course of the program.
- Students are expected to maintain a cumulative rate of attendance of 80 percent (80%) or better.
- If a student's cumulative rate of attendance falls below 80%, the student will be placed on Attendance Advisory.
- Only in cases where the student does not maintain compliance with MTI's Satisfactory Academic Progress policy will students be dropped for poor attendance.

Attendance Advisory

- The student will be expected to maintain an attendance rate of 80 percent or higher in subsequent terms in order to reach the minimum cumulative attendance rate of 80 percent.
- The student will remain on Attendance Advisory until his/her cumulative attendance rate reaches the minimum.
- At the end of the term that the student's cumulative attendance reaches the minimum 80 percent, he/she will be removed from advisory status and returned to good standing.

Procedure:

In the interest of promoting good student attendance and retention, the following procedure will be followed:

- The attendance policy will be posted on each class syllabus. Day classes that are taught back-to-back will be considered multiple sessions.
- To ensure accurate attendance tracking, instructors are expected to be very careful when inputting attendance in CampusVue (CV). When posting attendance, the instructor enters the appropriate number of minutes as indicated below:

	Day (Minutes)	Night (Minutes)
Absent	100	210
Leave Early (w/o being dismissed)	30	30
Misses more than half the class	100	210

- It is critical that attendance be recorded each day or evening. In the event that attendance is not submitted, the LRC director will email the instructor, department chair and DOE.
- Instructors are required to notify the dean of students and student success advisor by email if a student has poor attendance.
- The student success advisor will run a weekly report showing the following information for every student:
 - Overall cumulative attendance
 - Cumulative attendance up through the prior term
 - Attendance for the current six-week term

This report will be reviewed by the dean of students, student success advisor and the retention committee.