

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**ACADEMIC ATTENDANCE RECORDS**

**POLICY 6020**  
**ADOPTED: 06/25/91**  
**AMENDED: 08/19/14**  
**AMENDED: 03/19/19**

The Triton College Board of Trustees believes it is essential that all faculty maintain accurate attendance records for all students enrolled in every course at the college.

The following will apply to all faculty:

1. Attendance must be reported on class rosters and/or attendance sheets.
2. Students who fail to begin attendance by the census date of the course must be withdrawn within 48 hours and the never attended status reflected on attendance records.
3. Mid-term verification of attendance must be submitted to the appropriate college department within two weeks of the mid-term date.
4. At the end of each semester, class attendance records must be submitted to the Records Office.