



INSTRUCTIONAL POLICIES AND PROCEDURES

ATTENDANCE POLICY

Post-Secondary

It is recognized by business and industry that the single most important trait for career success is good attendance. The following attendance rules are the minimum acceptable standard to be successful in all certificate programs at CTC.

Because CTC is a clock hour institution, it is necessary for program instructors to daily monitor and document the attendance of all adult students enrolled in postsecondary programs. Curriculum delivery and the awarding of credentials and Occupational Completion Points (OCP's) to students are based on the actual number of hours present in the classroom. The decision to withdraw a student for excessive time out of class will be based on the total number of hours absent from class, regardless of whether those hours were accumulated for late arrivals, early exits, absences, or a combination of both.

Attendance is an hour-driven process; absences from class are measured in minutes missed. Adult students attending from 7:45 – 3:00 receive 6.75 hours/minutes instruction per day (M-F). Adult students attending from 4:00 – 9:00 receive 5 hours of instruction per day (M – TH). Just as employees might be expected to notify a supervisor in the event of an absence from work, CTC students are expected to contact The Attendance Office at 255-7500, ext. 127 and, as a courtesy, their program instructor, when absent from class.

Post-secondary students cannot accumulate more than 5% absences of the program's total clock hours per semester and accumulative. A student who does not report to school for five consecutive days and does not contact our attendance office to report the absences will be withdrawn. The table below describes the interventions as students accumulate hours away from class.

Hours	Tier 1 (45%) of Time Allotted	Tier 2 (67.5%) of Time Allotted	Tier 3 – 5% of Total Program Hours
1800	26.25	39.37	90
1350	33.75	50.62	67.5
1230	30.75	46.12	61.5
1200	30	45	60
1050	26.25	39.52	52.5
900	22.5	33.75	45
600	15	22.5	30
290	7.25	10.87	14.5

Time represented in hours and minutes.

Tier 1

One on one between student and teacher

Documentation placed into student information system (SIS)

Tier 2

Student referred to Student Services (referral form). Student Services team will set up conference to include program chair, student, and if needed, financial aid advisor. The conference will conclude with an attendance contract established with student.

Tier 3

Referral to administration which may result in removal from the program.

A student who has been withdrawn for attendance reasons, may apply for reentry and will only be allowed to enroll with administrative approval when the re-entry is deemed academically appropriate during the next semester or school year. **Students who accumulate excessive absences are at risk of losing financial aid and/or support from agencies and organizations that provide grants, sponsorships or scholarships.**

Attendance Appeal Process

Charlotte Technical College students who are in danger of being withdrawn due to poor attendance may submit an Attendance Appeal to Student Services. Excessive absences due to extenuating circumstances or extraordinary situations (jury duty) may be reviewed for Administrative appeal approval.

- Students must submit request within two school days of notification of withdrawal or pending withdrawal for consideration.
- Administrative review will be scheduled for immediate consideration including program instructor, career specialist and financial aid advisor.
- Student will be informed of outcome using contact information provided.
- Student should continue attending class until final decision is made.
- All outcomes are final and students are limited to one appeal per program length. NOTE: Appeal process does NOT change the financial aid policy.