

POLICY TITLE: ATTENDANCE

I. Purpose

Lansing Community College will meet state and federal regulations regarding attendance.

II. Scope

This policy applies to all classes offered by the College with the exception of courses or workshops developed and offered through the Business and Community Institute.

III. General

Student attendance will be in compliance with state or federal record keeping and reporting procedures.

IV. Responsibility

All College Deans, with input from the Divisional Instructional Leader, will be responsible for preparing departmental procedures to implement this policy.