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**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: ATTENDANCE (EXCEPT HIGH SCHOOL  
CONTRACT AND APPRENTICE STUDENTS

Code: DD1001

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Policy Reference: D1000, Attendance (Except for High School Contract and  
Apprentice Students)

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Face-to-Face Courses

Instructors are required to document class attendance as specified in the course syllabus. It is the responsibility of each student to discuss his/her absences with his/her instructor. When an absence occurs, the responsibility for the makeup of the work lies with the student.

On-line Courses

Instructors are required to document class participation as specified in the course syllabus. When non-participation occurs, the responsibility for makeup of the work lies with the student.

See Also: MATC Administrative Regulation and Procedures DD0710, Instructor Initiated Withdrawals; and BB0202, Fee Refunds and Repayments

Office of Responsibility: Student Services