

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**  
**AMENDED: 08/22/23**

Triton College 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 consistently 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 Students who fail to begin attendance by the census date of the course must be withdrawn within 48 hours and the attendance records, marked to reflect that the students never attended.
3. Mid-term verification of attendance must be recorded and submitted on the course roster located in the portal by the mid-term date.
4. At the end of each semester, following the due dates listed in the academic calendar, class attendance records must be submitted electronically to the Records Office.