

TEXAS STATE TECHNICAL COLLEGE SYSTEM
SYSTEM OPERATING STANDARD

No.ES.4.22	Page 1 of 2	Effective Date: 09/13/12
DIVISION:	Educational Services	
SUBJECT:	Student Attendance Records	
AUTHORITY:	Minute Order #07-01	
PROPOSED BY:	<i>Original Signed by Randall Wooten</i>	
TITLE:	Vice Chancellor for Business Development	Date: 09/13/12
RECOMMENDED BY:	<i>Original Signed by Randall Wooten</i>	
TITLE:	Vice Chancellor for Business Development	Date: 09/13/12
APPROVED BY:	<i>Original Signed by Mike Reeser</i>	
TITLE:	Chancellor	Date: 09/13/12

STATUS: Reviewed/Updated 09/10/12

HISTORICAL STATUS: Approved by BOR 01/27/01
 Approved M/C 10/19/00

POLICY

Official student attendance records are not maintained by Texas State Technical Colleges.

PERTINENT INFORMATION

Federal and state requirements on enrollment reporting and student refunds require documentation of student participation for each enrollment term.

DELEGATION OF AUTHORITY

Presidents are authorized to establish procedures to meet the requirements of this System Operating Standard.

OPERATING REQUIREMENTS

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend lecture and laboratory sessions in accordance with requirements of the

course as established and communicated by the instructor.

Development of a College Operating Procedure to satisfy federal and state reporting and refund requirements is required.

PERFORMANCE STANDARDS

All College Operating Procedures, pertaining to this subject, are forwarded to the Executive Vice Chancellor's office for review and approval prior to implementation or subsequent change.

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OFFICE OF RESPONSIBILITY:	
APPROVED BY:	
TITLE:	Date
FORWARDED TO SYSTEM OFFICE ON	