

## ATTENDANCE

### **I. Purpose**

Student success is a priority of Western Dakota Technical College (WDTC). To support student success, WDTC has designated itself as an institution that is required to take attendance in accordance with federal Title IV regulations.

### **II. General Statement of Policy**

WDTC requires attendance to be tracked and documented by faculty in all courses throughout the entire course. Faculty must comply with the procedures associated with this policy to ensure WDTC is compliant with Federal Code 668.22 for the calculation of return to Title IV funds.

### **III. Definitions – None**

### **IV. Reporting Procedures – None**

### **V. Dissemination of Policy and Training**

- A. This policy shall appear on the WDTC website on the policy page.
- B. This policy shall appear in the Faculty Handbook.

Legal References: 34 CFR 668.2 (b)

Board Approved 4/06/2020; Committee Reviewed 1/31/2022; Committee Reviewed 7/9/2024