Attendance Policy

Regular attendance is an essential component of student success at Technical College of the Rockies (TCR). Because TCR programs emphasize hands-on learning, laboratory instruction, clinical experiences, and skill development, students are expected to attend all scheduled instructional activities, arrive on time, and remain for the full class period.

Attendance is considered a professional expectation and may be considered when evaluating academic progress, program completion, and employment recommendations.

Attendance is tracked by instructional hours during each grading period.

Students who miss more than 10% of scheduled instructional hours will be placed on Attendance Probation. Students who miss more than 15% of scheduled instructional hours may be administratively withdrawn from their program.

For attendance purposes:

- Students arriving more than 15 minutes late are considered tardy.
- Students leaving more than 15 minutes early are considered an early departure.
- Three tardies and/or early departures equal one absence.
- Missing 50% or more of a scheduled class session is considered an absence.

Students are responsible for completing missed coursework and demonstrating all required competencies. Completion of make-up work does not restore missed attendance hours, and some hands-on learning activities may not be eligible for make-up.

Students experiencing significant medical, military, family, or other extenuating circumstances should notify Student Services as soon as possible. When appropriate, TCR may approve reasonable attendance accommodations or a temporary leave of absence. Students approved for a leave of absence must return within 180 calendar days.

Instructors are responsible for recording attendance accurately. Decisions regarding attendance accommodations or exceptions are made by Student Services or TCR Administration.

Reviewed: July 9th, 2026 by TCR Administration