



ATTENDANCE

Regular attendance is the responsibility of the student and is considered by industry and TCR to be a key factor in successfully completing a program and competing in industry. The attendance record is used in making job recommendations, granting certificates of completion, and determining grades. Poor attendance can reflect on grades and satisfactory completion of a program. Consequently, the student is strongly encouraged to become familiar with the attendance policy for the program they are enrolled in. Absences, class cuts, and tardiness of students receiving Veteran's educational benefits are reported to the Veteran's Administration. All make-up work should be arranged through the instructor. A student with excessive absences or lack of attendance in a program will be withdrawn from the program by TCR's administration.

In some cases due to medical or family crisis, a student may be given a short term leave of absence. A student must return within 180 days of the granted leave of absence. (Please see the Student Handbook for detailed policy.) Leave of Absence