



ATTENDANCE POLICY

As an educational Institution, Mech-Tech Institute expects its students to come to class as established in their class schedule and in the time specified. Student, this is for your benefit as a future candidate for employment! We encourage you to follow Mech-Tech's Attendance Policy so that you can achieve your goals!

Attendance to class is mandatory.

MINIMUM STANDARD

In order for a student to complete or graduate from a program, the student must have a minimum of 80% attendance. The 80% of attendance is an absolute requirement. In case of absences, the student will be responsible for the material given in class

TRACKING

Faculty shall take daily attendance and maintain an attendance record of all students. Attendance is tracked in every class by instructors using a form provided by the institution (Attendance Roster). Faculty will report daily attendance of all students and the Registrar office will input that information in the student information system. Faculty will also report all students who fail to attend class or have never attended. The cumulative attendance information is monitored each term and those students with an attendance record below 80% are informed so in writing, they will sign the advisory letter titled Attendance Commitment, which also warns them that failing to meet the requirement will result in an administrative withdrawal. Externship attendance is tracked by sign in sheets which have to be certified by the site supervisor and externship coordinator.

In case of absences, the student will be responsible for make-up of the work presented or required in class.

TARDIES AND EARLY DEPARTURES

Mech-Tech expects students to be in class on time. When you arrive late to class you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students. When a student is tardy or leaves early, the teacher shall record the tardiness or early departure from the classroom in the attendance record. The time incurred in tardiness or early departure shall be deducted from class time, rounded to the nearest quarter of an hour and every four quarters will be equal to one absence. (Example: a student arrived 15 minutes late four times, that is equal to a one-hour absence.)

ACCEPTABLE (JUSTIFIABLE) ABSENCES

The Institution considers the following to be justified absences:

- Student's illness,
- Unforeseen accidents,
- Serious illness or death of a member of the immediate family,
- Circumstances beyond the student's control, and
- Extra hours at work or training hours for a pre-determined period of time; not recurrent
- Court or government agency appointment

What is previously mentioned IS NOT an exemption for the student to comply with the minimum 80% attendance required for graduation. Remember, the 80% of attendance is an absolute requirement; even when there are absences that can be justifiable, cumulative attendance for graduation can never be below 80%. All students who are absent to class must present evidence that will be evaluated by the Counselor and/or the Retention Officer or an authorized representative from the Institution so that make-up work can be assigned. The absences considered *due to circumstances beyond the student's control* will be evaluated individually by personnel from the Vice Presidency of Student Affairs and it will be determined if it is justifiable enough to assign the make-up work.

CONSECUTIVE ABSENCES – (14-day Policy)

A student who is absent for fourteen (14) calendar days without justification, can be **administratively withdrawn**. Calendar days include weekends and holidays as well as class days.

Students who are absent to class must be present justifiable evidence within a period no greater than three (3) days after the date of the absence.

CONSEQUENCES OF NOT MEETING ATTENDANCE REQUIREMENT

Attendance is cumulative, and is monitored at the end of every term, an advisory letter titled Attendance Commitment will be issued to any student with a percentage of attendance that is below 80%. In case that a student does not meet the minimum 80% required, will be evaluated before processing his/her enrollment, will enter an orientation process, and will sign an Attendance Commitment that will be monitored periodically by the Vice Presidency of Student Affairs. After exhausting all reasonable efforts, if the student does not comply with the minimum attendance requirement, he/she will be administratively withdrawn (terminated). If as part of the enrollment process for students going to the last term, it is determined by the Registrar that a student has no foreseeable possibility of meeting the cumulative 80% of attendance requirement upon completion of the program, this will be communicated to the student, because he/she may be a potential administrative withdrawal (termination). An **administrative withdrawal** will be processed to the student.

For Veteran students and their beneficiaries, the effective date of a withdrawal, license due to illness, military license, etc., will be the last day of attendance to class.

TERMINATIONS DUE TO POOR ATTENDANCE: Impact on Financial Aid

The Registrar's Office will inform the Financial Aid Office of the withdrawals processed within the term required by the United States Department of Education -within 14 calendar days from the last day of attendance.

MAKE-UP WORK

The student will be responsible of completing the make-up work assigned due to a justified absence. By make-up work, it is understood a test, laboratory, assignment, or any other academic task that is determined. The instructor will assign make-up work according to the time, type of class (theory or practice), and content, according to the missed class. The student will have up to two (2) weeks after the closing of the academic term in which the justified absence occurred to complete the corresponding make-up work. All make-up work must be documented by completing the *Make-up Work Form*.

New students who begin classes during the late enrollment period, will be provided the opportunity to complete an assignment as make-up work. The list of students who completed their enrollment during the late period according to the Academic Calendar will be provided to the Counselor or Retention Officer, and they will handle the make-up repositions, as applicable.

Exceptions:

When the academic calendar issued by the Office of the Vice-President of Education has an academic recess of five (5) school days or more, the date of determination will be when the student complies with the 14 days after the last day of attendance without counting the academic recess. In case that the student notifies the Institution his/her desire of not returning to class, after providing orientation to the student regarding the Withdrawals Policy, the Registrar's Office will process the withdrawal immediately.

LEAVE OF ABSENCE

Students have the right to apply for a leave from studies in cases of emergencies, illness or due to maternity. The leave application shall be submitted to the Registrar's Office with the medical documentation that applies. The leave of absence cannot exceed 180 days or more than half the program length (for programs of study which length is less than a year), whichever is shorter. Leaves will not be authorized beyond the ending date of the term unless the case requires it, and it is previously authorized by the Director. In the event that the student does not show up for class upon the termination of his/her leave, he/she will be processed and as an administrative withdrawal.

The procedure to request a Leave of Absence (LOA) is:

- The student must complete and hand-in the application provided by the Registrar's Office.
- The student must provide evidence that supports the reason to request a LOA and that it is related to the information provided in the application.
- Specify the date in which the student wishes to return to classes.
- The application will be evaluated by the Registrar and the Director and the decision will be notified to the student.
- The student is then referred to the Financial Aid and Finance Offices for individualized

orientation.

There are no financial consequences for the student during and after the LOA as long as the student attends class after completing the LOA.

If the student is veteran or a beneficiary, he/she will be withdrawn from the study benefit during the leave of absence; upon his/her return, the study benefit will be reinstated.

If a student receives notification that he/she has been activated by the United States Military Service and/or the National Guard, he/she must notify it to the Registrar's Office in advance and provide evidence accordingly. The Registration Officer will provide an orientation regarding: enrollment cancellation, academic progress, enrollment costs, and reasonable placement; among others. The student will be responsible of informing at the beginning of each term that he/she is a member of the military.

For Veteran students at Mech-Tech Institute, who for any reason miss more than 20% of the total scheduled course hours in a calendar month, are considered to be in violation of the attendance policy. The student will be placed on attendance probation for one (1) month for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month afterwards. If the student fails to meet attendance standards the following month, he/she will be terminated from their VA education benefits for unsatisfactory attendance. The LDA that will be reported to VA is the day before the student missed more than 20% of this scheduled hours while on probation

Distance Education

For students matriculated in Distance Education, attendance is taken by the instructor on a daily basis on the assigned class schedule. Tardiness and early leaves to each class are identified on a daily basis and registered by the instructor.

As Support to the monitoring of the academic activity and the student, the *Register of Distance Learning Activity Register* is used. To determine the last day of attendance (LDA) of the student, the instructor's roll book is used; in addition, Student Affairs personnel maintains daily communication with instructors to confirm attendance as well as the academic development of students. The instructors refer to the Vice-presidency of Student Affairs those students identified as high risk either due to attendance and/or academic performance.

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