

CLASS ATTENDANCE

Students are expected to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Attendance guidelines are outlined in each course syllabus. Students should consult with their instructors when it is necessary to miss a class. COM recognizes no excused absences other than those prescribed by law: religious holy days and military service. For more information see FC (Legal) ([http://pol.tasb.org/Policy/Download/497/?filename=FC\(LEGAL\).pdf](http://pol.tasb.org/Policy/Download/497/?filename=FC(LEGAL).pdf)).

NOTE: Students in online classes **must** participate (as defined in the syllabus) during the first week of classes or they will be dropped from the class for non-attendance. Students who have **not** attended their in-person or hybrid class by Census Day will automatically be dropped from their class for non-attendance. Census dates for each semester can be found under the Academic Calendar section of the catalog.

Audit

COM allows students 65 years of age or older to audit academic credit courses on a space available basis. Students wishing to audit a course should contact the course instructor. The instructor will contact the Admissions and Records Office to authorize course registration. The tuition and fees for class audit will be waived for up to six credit hours per semester. Students who audit classes will not receive a course grade and will not be eligible to petition for credit.

Retention of Records

All records received by COM are kept indefinitely except for students who do not complete the application process. The records received will be destroyed after one year. Transcripts and other records submitted by applicants not registering for the semester indicated on the application for admissions are kept for a period of 90 days in the Admissions and Records Office. After 90 days, these records are destroyed unless the applicant has notified the Admissions and Records Office expressing a continued interest in attending COM. Records become property of the College and are not returned to the student.