Klamath Community College
Commercial Truck Driver Training Program
Attendance/Testing Policy

I. A 100 percent attendance is required this first week in the yard – no absences.

II. Unexcused Absences:
   1. An unexcused Absence results from not notifying the instructor prior to class or at the discretion of the instructor.
   2. The attendance grade will drop 5 percent for each day of the unexcused absence.
   3. The student will receive a "Warning" for any unexcused absence.
   4. Three unexcused absences may get you removed from the program.

III. Excused Absences:
   1. An Excused Absence occurs when the student notifies the instructor before start of class (i.e. calling in sick).
   2. The attendance grade may drop 5 percent for each day of absence, at the discretion of the instructor.
   3. In cases of an approved Leave of Absence (LOA), the student has 2 terms to complete the class or will be required to retest and possibly be retrained.
   4. If a student leaves the KCC CTD program for a medical reason, a medical release must be obtained prior to returning to the program.

IV. Testing Completion: If a student is unable to pass all of the written DMV tests and obtain a CDL Permit while attending the classroom portion, that student has 30 days after classroom rotation to pass and obtain their CDL permit before release to the Yard.

V. All excused and unexcused absences or testing issues will be subject to review by the Dean of Career and Technical Education and the instructors for the Commercial Truck Driving Training Program.

VI. Students may file a grievance or appeal any decision in accordance with the policy and procedures for a grievance as outlined in the student handbook.

I have read and understand this policy.

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Student Signature Date