

Orangeburg-Calhoun Technical College

Statement of Policy

Title: Attendance Policy: On-Campus Courses

Number: 3.007

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Department of
Responsibility: Vice President for Academic Affairs

Authorization:

Area Commission Chairman

President

Date Approved: September 19, 1995

Last Revised: April 15, 2014

Last Reviewed: May 19, 2020

Students are expected to attend all class meetings. Record keeping for attendance purposes will begin with the first day the class meets. If a student must be absent, it is that student's responsibility to notify the instructor as quickly as possible of the absence. Students are responsible for making up all work missed as a result of the absence, including examinations. Some departments whose programs are certified by outside agencies may have more strict attendance requirements. The attendance policy for the summer session or for courses for other than semester length may vary. The attendance requirements for each course will be described in the course syllabus.

Each individual instructor will establish a class attendance policy within departmental guidelines. This policy will be outlined on the course syllabus made available to students on the first day of class and is available online.

Three tardies shall be considered an absence. If a student is more than ten (10) minutes tardy, he or she may be considered absent. If a student leaves more than ten (10) minutes prior to class dismissal, he or she may be considered absent.

If excessive absences are taken, the student maybe administratively withdrawn. Extenuating circumstances or the student's performance in class may be taken into consideration by the instructor.

Students who feel that they have been treated improperly regarding this policy may exercise the right to appeal through The Student Code and Grievance Procedure for South Carolina Technical Colleges.