



**DENMARK**  
TECHNICAL COLLEGE

## ADMINISTRATIVE POLICY #03.10.01 (2020) CLASS ATTENDANCE POLICY

**Policy Title:** Class Attendance Policy

**Policy Type:** Administrative

**Policy Number:** ADM Policy #03.10.01 (2020)

**Legal Authority:** Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

**State Board Policy:** N/A

**Approval Date:** March 9, 2020

**Responsible Office:** Academic Affairs

**Responsible Executive:** Vice President of Academic Affairs

**Applies to:** College Community

### **POLICY STATEMENT**

Denmark Technical College expects students to attend all scheduled class meetings including lecture and/or laboratory sessions. Attendance and participation are necessary for academic success. Records of attendance will begin on the first day the student enrolls in the course.

Extreme circumstances may arise which are beyond a student's control. In an effort to work with students as they deal with difficult situations, students who provide documentation that demonstrates an excused absence will be allowed to "make-up" the work missed. In all cases, students are still responsible for the material presented in class that was missed due to an excused absence. Because "making-up" work is such a challenge, students should make every effort to attend classes as scheduled, and deliver assigned work on time. Please read carefully the discussion below, regarding Excused Absences and Unexcused Absences.

Regardless of an excused/unexcused status for absences, if a student misses more than twenty-five percent (25%) of their scheduled class meetings, including lecture and/or laboratory meetings for a course, the student will not be able to receive credit for that course. Due to the varied nature of programs with a lab/clinical component, more stringent attendance requirements may be set by the individual departments. Absences related to school sponsored functions, including athletic events, will not be calculated into the twenty-five percent (25%) absence limitation.

If a student must be absent, it is the student's responsibility to notify the instructor prior to the scheduled absence or within five (5) business days of the absence. It is the student's

responsibility to make-up all work missed as a result of an excused absence.

There is a distinction between excused and unexcused absences.

#### Excused Absences

Excused absences are given to students who have legitimate documentation to verify an absence. Such absences may include, but are not limited to, death in the immediate family, doctor's statements, jury duty, and approved student activities. Documentation requests should be submitted to the Office of the Vice President for Student Services for approval. Students with excused absences will be given the opportunity to make-up any work missed as a result of the absence.

#### Unexcused Absences

Unexcused absences are given when students do not meet the criteria for excused absences. When an absence is regarded as unexcused, the instructor has the option of deciding whether or not to allow a student to make-up any work missed during the absence.

#### Tardiness:

- Students are expected to attend class on time.
- If a student is late for a class meeting, the student will be considered tardy and a "T" will be entered into the student's attendance record for the course.
- Three tardies will be considered one absence.

The specific requirements of a course will be published in the course syllabus and distributed to all students at the beginning of the term. If a student exceeds the twenty-five percent (25%) absence limitation, the instructor will apply one of the following:

- 1) If the student's last day of attendance is on or before the last day of the midterm week, the student will be withdrawn and a grade of "W" is assigned.
- 2) If the student's last date of attendance is after the last day of the midterm week, the student will be withdrawn and a grade of "WF" or "WP" is assigned at the discretion of the instructor.

#### Veterans Affairs Attendance

Veterans are responsible for maintaining satisfactory attendance as outlined in the College's policy. If a veteran fails to attend at least seventy-five percent (75 %) of the scheduled meetings of a class, his or her training will be reduced accordingly. Students receiving VA educational assistance are required to maintain satisfactory progress according to academic standards of Denmark Technical College as approved by the Veterans Affairs' Office.

#### Student Reinstatement

If a student is dropped from a course, the following will apply:

1. A student can be reinstated into each INDIVIDUAL course only ONE time unless there are extreme circumstances (see number 2 below). Students will not be reinstated into a course five (5) business days after the term's census (add/drop) date.
2. Any request (s) for subsequent reinstatement due to unusual circumstances or a

reinstatement after the term or course withdrawal date **MUST** be approved in writing by the dean of the division.

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**DEFINITIONS**

*There are no definitions associated with this policy.*

**CONTACT(S)**

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

## **STAKEHOLDER(S)**

College community; more specifically, students and faculty

## **TITLE: POLICY CONTENTS PUBLICATION**

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and in the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 03/09/2023
- Approval by, date: Area Commissioners: N/A
- Revision History: None
- Supersedes: N/A

## **RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

## **FORMS**

*Course Reinstatement Form*