



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**POLICY: Class Attendance – Withdrawal
Number: 3.2.2**

Responsibility: Academic Affairs
Last Updated: February 23, 2023
State Policy/Law:

Commission Chair

President

The Technical College of the Lowcountry expects students to complete all course requirements. Class attendance is integral to academic success. Absences disrupt a student's academic progress, contribute to poor academic performance, and significantly diminish the quality of group interaction. Students are expected to attend class on time and to remain for the entire class. Faculty are required to verify attendance on a specified day to capture census reporting data as required by federal financial aid regulations. Students who have not attended class by the census reporting date will be reported as "never attends" and administratively removed from the course.

Students are responsible for making up the work missed during any absence. If it becomes necessary to withdraw from a course(s) or the College, it is the student's responsibility to complete the college's approved withdrawal process.

Some programs with accreditation requirements may have a stricter attendance policy. Exceptions to the general policy must be approved by the Vice President for Academic Affairs or his/her designee and must be printed in the course syllabus.