

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>INSTRUCTIONAL PROCESS MANAGEMENT</b>	Number <b>D-12.1</b>
Division of Responsibility <b>Academic Affairs</b>	Approval Date Page <b>1/21/2021 1 of 1</b>
Approval Vice President <hr/> President <hr/>	Supersedes Procedure No. <b>D-12.1</b> Date <b>2/3/14</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. The instructor must assume a leadership role so as to ensure that a positive learning environment exists in the classroom. The instructor cannot abdicate the teaching/management role for he/she is held accountable for the instructional process within the framework of academic freedom.
  
- II. Course section management guidelines pertaining to discipline, behavior, attendance, number and type of tests, grading, course objectives, and other course requirements will be distributed to students in written form within the Syllabus Addendum. The instructor may require students to sign a statement that they have received such information.
  
- III. Students have the right to know where they stand at all times in a course, how they will be graded, and what they must do to earn a particular grade. Grades should always be based on demonstrable criteria that can be well documented and are consistent with the course objectives. "Marking down" as a disciplinary practice for action or behavior unrelated to academic achievement in a course is not allowed. Students have the right to question an instructor about a given test/course grade, and the instructor has the responsibility to discuss questions of grades with individual students when requested.
  
- IV. Student attendance and classroom participation must be fully documented and recorded even when no specific class attendance is required. Instructors should keep a record of attendance that clearly shows the course number, semester, year, dates of student absence, dates of student withdrawal, dates tests were given, test scores, and any other information the instructor wishes to include to demonstrate regular and substantive participation in the course. This record of attendance and participation is required regardless of the mode of instructional delivery.
  
- V. Instructors are expected to meet their scheduled classes and to set an example for the students for promptness, reliability, and consistency. Supervisors should be notified if instructors cannot meet their classes, and appropriate arrangements should be made to ensure that course objectives are met.