

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION F – Educational Affairs

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| Title Student Attendance | Number D-23.1 |
| Division of Responsibility Academic Affairs / Student Affairs | Date Page 7/1/24 1 of 1 |
| Approval Commission Chair _____ President | Supersedes Policy No. D-23.1 Date 7/12/2022 |

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.

Attendance and participation are necessary for academic success. Williamsburg Technical College (WTC) expects students to attend all scheduled class meetings. WTC requires students to be present a minimum of 80% of all class lectures and laboratory sessions. Once a student has missed 20% of the course or two consecutive weeks, whichever occurs first, the faculty is obligated to withdraw students from the course. Individual programs may set higher required attendance and tardy standards, but must include these standards in their course syllabus and announce the requirements during the first two class meetings. Instructors will be given the flexibility to work with students in good standing who provide documentation to support a legitimate reason for an absence. It is the responsibility of the student to make up all missed class assignments within the time frame set by the instructor.