

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>STUDENT ATTENDANCE</b>	Number <b>D-23.1</b>
Divisions of Responsibility <b>Academic Affairs/Student Affairs</b>	Approval Date Page <b>1/21/2021 1 of 2</b>
Approval Vice Presidents  _____  President  _____	Supersedes Procedure No. <b>D-23.1</b> Date <b>7/6/15</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. A student who attends during the posted Add/Drop period but does not attend any class meeting prior to the end of the second week of classes will be dropped as a No-Show by the instructor. A student who attends any class meeting during the second week of classes will not be considered a No-Show and will remain on the roster until the student withdraws or receives a grade. Students who fail to attend or participate as stipulated by the instructor in the syllabus addendum and who do not complete an Add/Drop/ Withdrawal form will remain on the course roster and will receive a grade at the end of the term.
- II. During the Add/Drop period, instructors or students changing schedules will submit the Add/Drop/Withdrawal form to the Academic Affairs office for data entry, processing, and submission to Student Affairs.
- III. Beginning with the second week of class, all Add/Drop/Withdrawal forms will be submitted to Student Affairs first. Student Affairs will record the last date of attendance as the date the student initiated the withdrawal. After processing, Student Affairs will forward the Add/Drop/Withdrawal form to the Financial Aid Office. The information from the form will be processed in Financial Aid, and then, the form will be forwarded to the Business Office.
- IV. Federal regulations require higher education institutions to maintain and enforce attendance, conduct, and standards of progress for all veteran students. If the student ceases active involvement in class for a period of two weeks, the faculty member reports the gap in activity to the Financial Aid Office. The officials who certify attendance for veteran students will report to the appropriate government agency the absences and last date of attendance of the student in the traditional course section, and/or last date of course involvement in the distance learning course. The College will not remove a veteran student from the final course roster as stipulated in Section I. The veteran student must initiate an Add/Drop/Withdrawal form with Student Affairs to be removed from the final course roster.

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- V. For students enrolled in distance education courses where campus attendance is not required (on-line courses), acceptable forms of contact may include office visit, video conferencing, phone, email, or active course engagement.
  
- VI. For traditional classes, tardy students will be admitted to class at the discretion of the instructor. Instructors must include their rules regarding tardiness (if any) in the syllabus addendum and must notify students in the first and second week of class meetings of their requirements regarding tardiness.
  
- VII. For traditional classes, unless notified otherwise, students may leave class if the instructor fails to appear 15 minutes after the scheduled class time. A sign-in sheet including each student's printed name, signature, and date should be completed by all students present for the class and taken to the Academic Affairs office.