

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION D – EDUCATIONAL AFFAIRS

Title <p style="text-align: center;">STUDENT ATTENDANCE</p> Legal Authority <p>Federal Regulation 34 CFR 668.22 regarding Calculation of Returns to Title IV</p>	Number <p style="text-align: center;">D-23</p>
Divisions of Responsibility <p style="text-align: center;">Academic Affairs/Student Affairs</p>	Approval Date Page <p style="text-align: center;">8/17/20 1 of 1</p>
Approval President _____ Commission Chair _____	Supersedes Policy No. D-23 Date 7/6/15

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.

While recognizing that classroom participation supports student success in coursework, Williamsburg Technical College does not stipulate specific attendance requirements; however, individual instructors will set participation requirements/expectations for the course in relation to active involvement, absences, and tardiness and will include these guidelines in the syllabus addendum.

For enrollment verification purposes, students must attend during the second week of class (defined as the week following the add/drop period) or inform the instructor of their intent to attend the class to remain on the class roster. If no prior arrangements have been made and the student does not attend in the second week, the student will be dropped by the instructor as a “no show” from that course. Class rosters will be final as of the end of the second week of classes.

Students may withdraw from a class at any time on or before the “Last Day to Withdraw” date published in the academic calendar by submitting an Add/Drop/Withdrawal form to the Student Affairs Office. A student can only receive a “WP” grade if withdrawal is completed on or before the “Last Day to Withdraw” date. Students who fail to withdraw by the “Last Day to Withdraw” date will receive a letter grade for the course.