

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION D – EDUCATIONAL AFFAIRS

Title STUDENT ATTENDANCE	Number D-23
Divisions of Responsibility Academic Affairs/Student Affairs	Approval Date Page 7/12/2022 1 of 1
Approval President _____ Commission Chair _____	Supersedes Policy No. D-23 Date 8/17/20

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.

It is the policy of Williamsburg Technical College that there are no excused student absences. Students are required to attend 90% of the scheduled contact hours of class. If more than 10% of scheduled contact hours are missed, the student will be dropped for excessive absences. Additionally, if a student is absent from every scheduled class of a course during the first two weeks of a term, the student will be dropped as a "no show" from that course. Individual instructors may set higher required attendance and tardy standards but must include those standards in their course syllabus and announce their standards in both the first and second class meetings each semester. Class rosters will be final as of the end of the second week of classes. For specific procedures related to this policy, refer to WTC Procedure D-23.1.