

Title <b>STUDENT ATTENDANCE</b>	Number <b>D-23.1</b>
Divisions of Responsibility <b>Academic Affairs/Student Affairs</b>	Approval Date Page <b>7/12/2022 1 of 1</b>
Approval Vice Presidents  _____  President	Supersedes Procedure No. <b>D-23.1</b> Date <b>8/17/20</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 has never attended or participated in class within the first two weeks is considered a No-Show and will be submitted as a No-Show by the instructor. When a student exceeds the allowed number of absences in a course, the instructor will drop the student from the course and forward the Drop/Add forms to the Student Affairs Office. Student Affairs will distribute forms to appropriate departments.
- II. Federal regulations require higher education institutions to maintain and enforce attendance, conduct, and standards of progress for all veteran students. 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.
- III. 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.
- IV. 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.
- V. 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.