

SRTC Procedure: Student Attendance

Southern Regional Technical College (SRTC) expects students to be punctual and attend all classes for which they are registered. SRTC believes that attendance is a vital part of any course. Excessive absences can severely impact the student's ability to acquire the information needed to be successful.

SRTC also recognizes that the impact of attendance varies from program to program and course to course. To facilitate instructional environments appropriate to each program and course, SRTC allows the Attendance Statement to be customized to the needs of each course, under the guidance of the Program Chair for each program discipline. Program Chairs have the authority to develop specific attendance requirements for courses within their program discipline and require instructors within their program discipline to adhere to those requirements. The Attendance Statement is required to be included in the course syllabus.

The Attendance Statement may contain additional information appropriate to the course, including but not limited to: if the student will be automatically withdrawn for failing to attend a specific percentage of the course, and if the student's grade will be adversely affected if they fail to attend the class a certain amount of time.

Instructors will keep an accurate record of class attendance. Students anticipating an absence or tardiness should contact the instructor(s) in advance or provide notification as soon as possible. It is the responsibility of the student to account for missed instructional time and to make arrangements for make-up work at the convenience of the instructor.

Course instructors will be responsible for withdrawing any student who violates the course Attendance Statement. Additionally, course instructors will be responsible for withdrawing any student within 14 consecutive calendar days of the last date of attendance. When calculating consecutive calendar days, calculations should include all weekdays and weekends, regardless if a class session occurred during that day or not. This information will be included in the course Attendance Statement.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

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Implemented: 07-01-15