

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

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**PROCEDURE TITLE:** EXCESSIVE STUDENT ABSENCES

**BASED ON POLICY:**

**REVISION NUMBER:** 5

**OFFICE OF  
RESPONSIBILITY:** ACADEMIC AFFAIRS

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**PRESIDENT**

March 7, 2016  

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**DATE**

### PURPOSE

This procedure provides guidelines for withdrawing a student who violates the attendance policy.

### PROCEDURE

1. Each course syllabus (refer to Procedure 3-1-301.10) contains a copy of the attendance policy with reference to TCL's Statement of Policy on Class Attendance (3-1-307). During the first class meeting of the term, the instructor must notify all students of the attendance policy.
2. If a student exceeds the 10% limit on absences prior to the midterm date of the course, the instructor may:
  - a. Withdraw the student from the class with a grade of "W" if the student has been making satisfactory progress.
  - b. Examine the extenuating circumstances and allow the student to continue in the class and make up the work.

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3. If a student exceeds the 10% limit on absences after the midterm date of the course, the instructor may:
  - a. Withdraw the student from the class with a grade of “W” or “WP” if the student has been making satisfactory progress.
  - b. Withdraw the student from class with a grade of “W” or “WF” if the student has been making unsatisfactory progress.
  - c. Examine the extenuating circumstances and allow the student to continue in the class and make up the work.
4. If a student is to be withdrawn for excessive absences, a Course Withdrawal Form must be submitted by the instructor to Student Records with the last date of attendance.
5. The Registrar’s Office enters the withdrawal in student record and distributes copies to appropriate personnel.