

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 8.1.2
Title: Attendance Policy
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President for Academic Affairs

Original Approval Date: 09-09-1993
Last Cabinet Review: 06-05-2019
Last Revision: 06-05-2019

Chairperson

A student at Horry-Georgetown Technical College (HGTC) is responsible for all course work and all assignments made in each class; therefore, they are expected to attend each class meeting in which they are enrolled. Students should limit absences to those that are unavoidable and, with the consent of the faculty, should make up all work, which is missed.

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll.

For a student to be considered in attendance for class the student must participate in academic activities; this applies to all course formats, to include online and hybrid courses.

Each faculty will define their absence and tardy policy as a part of the instructor information sheet (addendum) included with the instructional package distributed at the beginning of each semester.

Students withdrawn from a course(s) due to excessive absences will receive a grade of W or WF dependent upon their academic status and the date of the withdrawal, following the guidelines of HGTC Policy 8.6.3.

It is the responsibility of the faculty to enforce this policy.