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

Horry-Georgetown Technical College maintains a general attendance policy requiring all students to be present for a minimum of 80 percent (80%) of their classes in order to be eligible to receive recognition for successful completion. However, due to the varied nature of continuing education courses taught at the College, a more rigid attendance may be required by the instructor or certifying agency associated with the training. Instructors will define absentee limits for their classes at the beginning of each quarter not to exceed 20 percent (20%).

Students who withdraw or are withdrawn from classes after attending their first class and/or those who do not complete the class will receive a grade of Incomplete (“I”).