

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 8.3.4
Title: Continuing Education - 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 Workforce
Development and Continuing Education

Original Approval Date: 01-14-1993
Last Cabinet Review: 01-05-2017
Last Revision: 01-05-2017

Chairperson

A continuing education student at Horry-Georgetown Technical College is responsible for all course work and all assignments made in each class; therefore, he/she is expected to attend regularly and promptly each class meeting in which he/she is 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 his/her 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Students who withdraw or are withdrawn from classes after attending their first class and/or those who do not complete the class will receive a grade of Incomplete ("I").