

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: Executive Vice President for Academic and Workforce  
Development  
Original Approval Date: 09-09-1993  
Last Cabinet Review: 10-05-2022  
Last Revision: 10-05-2022

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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, limit absences and, with the consent of the faculty, make up all missed work.

Horry-Georgetown Technical College requires 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 a higher percentage for 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 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Students withdrawn from a course(s) due to excessive absences will receive a grade of W or WF dependent upon their academic status and the date of the withdrawal, following the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.