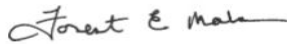


**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	ATTENDANCE	Procedure Number:	4-4-110.1
Institutional Authority:	Chief Academic Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-4-110		

Approved:



President



Chief Academic Officer

Date

Adopted: 07/01/2004

Date

Revised: 04/01/2024

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

Aiken Technical College encourages all students to attend every scheduled class, laboratory period, and other scheduled instructional activities. At a minimum, students are expected to be in class and laboratories on time and attend at least eighty percent (80%) of the total class hours or laboratory periods for each course. All faculty members are required to maintain accurate attendance records and submit roster verifications by the deadlines established by the Registrar.

An absence is defined as nonattendance for any reason, including illness, family or personal emergency, official leave, and classes missed because of late registration.

When a student's absences exceed 20%, the instructor will initiate the student's withdrawal from the course according to the process established by the Registrar, unless an exception has been granted by the instructor. If the student's last date of attendance is prior to mid-term, the student will receive a grade of "W." If the student's last date of attendance is after mid-term, the student will receive a grade of "W" or "WF," depending on the student's grade at the time of withdrawal.

If an instructor grants an exception and allows a student to return to class following absences, it is the responsibility of the student to make up work assigned by the instructor. Some programs

may have attendance policies that are more stringent and students are responsible for following the specific attendance requirements for the programs and courses in which they are enrolled, as outlined in the program handbook, application, and/or course syllabus.

Exceptions to these procedures for individual students must be based on extenuating circumstances and documented by the faculty. (See ATC policy 4-5-111 "Withdrawal Policy")

Students wishing to withdraw from a course must follow the ATC procedures on withdrawals and refunds.