

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: Class Attendance****EFFECTIVE DATE: July 1, 2000; Revised Dec. 1, 2011; Revised February 9, 2023****Purpose**

The purpose of this policy is to establish attendance requirements for all Southwest Tennessee Community College (“Southwest” or “the College”) students.

**Policy**

Students are expected to attend classes regularly and punctually without regard for the modality (on-campus, hybrid, on-line). Students participating in College sponsored activities may be officially excused from class attendance by the Vice President of Student Affairs.

Faculty members of record may include attendance as a factor in calculating a student’s final grade. In such cases, the faculty member of record’s policy will be clearly stated in the course syllabus, which is distributed at the beginning of the term.

Regardless of the reason or nature of an absence, students are responsible for all materials covered by a faculty member of record during the absence and for timely submission of assignments. It is the responsibility of the student to be aware of all assignments. For reasonable and good cause, a faculty member of record may, at his or her discretion allow a student to submit assignments late and to make up any work that was missed because absence.

Failure to attend class or discontinued class attendance may result in a grade of “F” to indicated failed or “FA” to indicate that the student stopped attending the course. Students are advised to consult the College’s policy on “Withdrawal from Class.”

Regular attendance is a student requirement. A student is responsible for all the work, including in-class notes, tests, and written work for all class meetings. No right or privilege exists that permits a student to be absent from any given number of class meetings. Absences from class for valid reasons (including disability-related medical situations) are excused only by the faculty member of record. However, students submitting documentation of a disability that could impact classroom attendance may request modifications to the class attendance policy. Students should work closely with their faculty members or record from the beginning of the semester to stay current with course requirements.

Modification to attendance policy and extra time on assignments as accommodations do not mean:

1. Open ended deadlines or permission to submit assignments at the student's convenience.
2. Submitting assignments after answers have been posted or other students have received feedback on their work.
3. Elimination of all in-course deadlines or permission to submit interval-scheduled work all at the end of the course.

**Responsible**

**Source of Policy:** n/a

**Administrator:** VP of Academic Affairs

**TBR Policy Reference:** \_\_\_\_\_

**Related Policy:** \_\_\_\_\_

**TBR Guideline Reference:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**President**

**Date:** February 9, 2023