

ATTENDANCE POLICY

Responsibility for class attendance rests with the student. Therefore, it is the student's responsibility to officially withdraw from a course or verify that the instructor has initiated the withdrawal procedure.

TVCC expects regular and punctual attendance in all classes. When a student has a legitimate reason for being absent, the instructor may permit the student to make up work missed and may require an explanation for the absence. If a student's absence is the result of them representing the College and attending a school-sponsored activity or event, the student **will only** be permitted to make up work in accordance with the policies/guidelines of the class and as they are outlined in the course syllabus.

Federal regulations require students receiving financial aid to begin attending the courses they are enrolled in on or before the census date (e.g., the 12th day of each long semester). Instructors verify attendance in an online course by substantial participation in the course on or before the census date. TVCC defines substantial participation as logging in to the online course **and** completing/participating in at least one course requirement, as stated in the course syllabus. Students documented as not attending a course upon the census date are assumed (for financial aid purposes) to have **not** begun attendance for that course, which may negatively affect financial aid disbursements.

The College reserves the right to evaluate individual cases of nonattendance. In general, students are graded based on intellectual effort and performance. Class participation is a significant measure of performance in many cases, and nonattendance can adversely affect a student's grade. When, in the instructor's judgment, a student has been absent to such a degree as to jeopardize the chances of success in the course, the instructor may recommend to the Advisement Center that the student be dropped from the course. However, an instructor is not required to withdraw a student from a course.

Instructors may choose to withdraw students for nonattendance after they have accumulated excessive absences. Some instructors use the guidelines below for determining excessive absences. Please refer to the course syllabus for specific information on attendance requirements.

Fall or Spring Semester 16-Week Semester

Six absences – Tuesday/Thursday classes

Six absences – Monday/Wednesday classes

Three absences – Classes meeting one time per week

Summer Semester

Two absences – Classes meeting two evenings per week

Four absences – Classes meeting four days per week

Excused Absences for Religious Holy Days

A student shall be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for such purposes. A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

A student whose absence is excused under this provision may not be penalized for that absence and will be allowed to take an examination or complete an assignment within a reasonable time after the absence. The instructor may appropriately respond if the student fails to complete the assignment or examination satisfactorily.