

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Class Attendance

EFFECTIVE DATE: July 1, 2000; Revised: December 1, 2011

Students are expected to attend class regularly and punctually. Students participating in College sponsored activities may be officially excused from class attendance by the Vice President of Student Services and Enrollment Management.

Instructors may include attendance as a factor in calculating a student's final grade. In such cases, the instructor'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 the instructor during the absence and for timely submission of any assignments which the instructor may have given. It is the responsibility of the student to be aware of all assignments. For reasonable and good cause, an instructor may, at his or her discretion allow a student to submit assignments late and to make up any work that may have been missed because of an absence.

Failure to attend class or discontinued class attendance may result in a grade of "F" or "FA" for the course. Students are advised to consult the College's policy on "Withdrawal from Class."