PURPOSE

This procedure provides guidelines for withdrawing a student who violates the attendance policy.

PROCEDURE

1. Each course syllabus (refer to Procedure 3-1-301.10) contains a copy of the attendance policy with reference to TCL’s Statement of Policy on Class Attendance (3-1-307). During the first class meeting of the term, the instructor must notify all students of the attendance policy.

2. If a student exceeds the 10% limit on absences, the instructor may:

   a. Withdraw the student from the class with a grade of “W” or “WP” if the student has been making satisfactory progress or the last day to withdraw with a “W” has not occurred.

   b. Withdraw the student from class with a grade of “WF” if the student had been making unsatisfactory progress and the date is after the last day to withdraw with a “W”.
c. Examine the extenuating circumstances and allow the student to continue in the class and make up the work.

3. If a student is to be withdrawn for excessive absences, a Course Withdrawal Form must be submitted by the instructor to Student Records.

4. The Registrar’s Office enters the withdrawal on data base and distributes copies to appropriate personnel.