**TALLAHASSEE COMMUNITY COLLEGE**
**DISTRICT BOARD OF TRUSTEES**
**POLICY**

<table>
<thead>
<tr>
<th>TITLE: Class Participation and Attendance</th>
<th>NUMBER: 10-02</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUTHORITY:</strong></td>
<td><strong>SEE ALSO:</strong></td>
</tr>
<tr>
<td>Florida Statute: 240.319</td>
<td>• Administrative Procedure 10-02AP: Class Participation and Attendance</td>
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<tr>
<td>Florida Administrative Code:</td>
<td>• Board Policy 08-06 and Administrative Procedure 08-06AP: Rescheduling of Final Exams</td>
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</tbody>
</table>

**DATE ADOPTED:** 12/01/97; Revised 04/19/99; 01/22/01; 05/17/10; 06/28/10; 09/19/16

The College has established standards for class participation and attendance by the student.

### A. TRADITIONAL CLASSES

Students are expected to attend and/or participate in all registered classes. Regular attendance and participation constitute two of the most important factors that promote academic success. Any student absent from any class for more time than a class meets in one week may be withdrawn by administrative action (AW grade).

During the summer sessions, similar action may be taken if a student is absent from any day class more than two times in Terms A, B or F or more than three times in Term C. Any student absent from any evening class more than one evening in Terms A, B, and F, or for more than two evenings in Term C may also be administratively withdrawn.

Official class attendance begins on the first day of class unless the student registers during the published drop and add period of each term. For students who register during the drop and add window, the official attendance begins on the day the student registers. Students reporting to class late or leaving early may be considered by their instructor to be absent. Students are responsible for completion of all work assigned in class whether they are present or not. In case of absence, it is the responsibility of the student to contact the instructor.
For absences due to jury duty, court-mandated appearances, required military duties, College-sponsored activities approved by the Provost or President, religious holidays, or a serious medical condition and/or incapacitating medical emergency, the student must provide prior notification, when appropriate, to the instructor. In addition, students may be required to present valid supportive documentation upon request. It is the responsibility of the student to notify the instructor in a timely manner and make arrangements to make up any missed assignments.

Students who believe they have been unreasonably denied an educational benefit because of the aforementioned circumstances should contact the appropriate Dean/Director or Office of Academic Affairs.

B. COURSES WITH ALTERNATIVE FORMATS

For College courses taught in varied formats to include, online and hybrid courses, the expectations for participation and progress will vary by delivery mode and will be outlined in the course syllabus. Any student who fails to progress at the minimum level stipulated may be withdrawn by administrative action (AW grade).

C. ADULT EDUCATION AND GED PREPARATION COURSES

Instruction in these areas is individually designed to meet the needs of the student. Class participation requirements will vary based upon delivery mode and course.