

**TECHNICAL COLLEGE OF THE LOWCOUNTRY
CLASS ATTENDANCE POLICY
AND
STUDENTS WITH DOCUMENTED DISABILITIES
(STUDENT COPY – PLEASE DO NOT RETURN WITH FORMS)**

TCL/ECCO CLASS ATTENDANCE POLICY

TCL expects that students will participate in all scheduled instructional classes and laboratory periods, regardless of the mode of delivery. To be eligible to receive a passing grade, students are expected to be in class on time and to attend a minimum of 90% of the total class hours of class or laboratory periods for each course. Students are responsible for making up the work missed during any absence. If a student exceeds the 10% limit on absences, the instructor may withdraw the student from the class, or examine the extending circumstances and allow the student to continue in the class and make up the work.

An absence is defined as nonattendance for any reason, including illness, emergency, or official leave. If you arrive late to class, you may not be allowed into the classroom and may be considered absent for that class. If you leave before the instructor dismisses the group, you may also be considered absent.

If an instructor considers your behavior to be disruptive, you maybe asked to leave the class and may be marked absent for that day. Further class disruptions may result in referral to your high school disciplinary system and/or the Vice President for Student Affairs and your school administrator for intervention and/or disciplinary action. Please ask for a copy of the TCL Student Handbook for further information.

STUDENTS WITH DOCUMENTED DISABILITIES

The provision of services for students with documented disabilities is different than in high school. You will be required to provide current documentation of your disability and the need for the accommodations you request. Evaluation of your documents will take at least five working days. If you wish to determine your eligibility for accommodations during classes or Placement Testing, please contact the TRiO/Student Development Office at (843) 525-8219. Hearing impaired students may call (843) 525-8219.

For academic advisement about TCL Early College Credit Opportunity (ECCO), please visit the TCL website at: www.tcl.edu/ecco

ECCO at TCL Contact Information:

Teresa Cope
Educational Technology/Testing Coordinator/ECCO Coordinator
Phone: 843-525-8356 (Beaufort Campus)
Fax: 843-470-8387
Email: ECCO@tcl.edu