



Absence/Tardy Leniency Instructor Notification Form Student Accessibility Resources (SAR)

Tarrant County College Student Handbook – Attendance/Absence

Regular and punctual class attendance is expected at Tarrant County College. Student absences will be recorded from the first day the class meets. In case of absence, it is the student's responsibility to contact the instructor. Students absent on official school business and those observing a religious holy day are entitled to make up school work missed. In all other cases, the instructor will judge whether the student will be permitted to make up work and will decide on the time and nature of the makeup. However, the student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss his absence with the instructor immediately on returning to school. Communication between the student and instructor is most important, and it is the student's responsibility to initiate such communication. If students do not make up work missed according to the agreement with the instructor, they forfeit their rights for further makeup of that work.

If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day, either the student or the instructor may request a ruling from the Campus President or his or her designee. Refer to Policy Code: FC (Local) for more information.

Students who stop attending class for any reason should officially withdraw from the class on WebAdvisor. Failure to officially withdraw may result in a failing grade for the course. Class attendance and participation are essential to student success.

The following attendance guidelines apply:

- 1) A student in an on-campus course missing a cumulative of 15 percent of the class meetings and not keeping up with the course assignments may be dropped at the discretion of the instructor.
- 2) A student in an online course is required to successfully complete the online course orientation and actively participate in the course as described in the Instructor's Course Requirements (ICRs). A student not meeting these requirements may be dropped at the discretion of the instructor.

SAR Manual – Academic Policies

Section VI - 6.2 states:

The College is not required to accommodate absences from classes due to a disability; however, each request will be considered on an individual basis. Students are responsible for notifying the faculty member on the Instructor Notification Form that excessive absences are a possibility. If a portion of the grade is dependent on class attendance, the student can discuss it with the faculty member and make an informed decision about any alternative that may be available.

We suggest the following steps when a student comes to you with this letter from SAR:

- 1) Please feel free to ask the student to make an appointment to meet with you to discuss the course expectations in regards to class attendance (absences and/or tardiness) and assignments.
- 2) Prior to the meeting, determine up to what point a student may miss (due to absence or tardiness) classes without jeopardizing their ability to capture essential elements of your course. Additionally, determine the expectations of assignment deadlines and/or tests/quizzes that may be impacted by absences.
- 3) During the meeting, discuss with the student that s/he will be responsible for making up all missed assignments and/or accessing information from missed lectures (in whole or part) and that the student is only allowed to miss up to a specified number of classes beyond the usual predetermined course policy.
- 4) Once the parameters regarding absence leniency and/or tardy leniency and expectations have been established, please feel free to document the details, request the student's signature to indicate acknowledgement of agreement, and retain a copy for your records as well as share this information with SAR.
- 5) Feel free to call SAR regarding this issue or any other issues that may arise as the result of this accommodation.