**COURSE ATTENDANCE POLICY**

**(print your name)**

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge that I understand the following policies are in place in this course and that if I exceed the maximum number of absences I WILL be DROPPED (W) from this course. NO EXCEPTIONS will be made for me.**

**The maximum number of absences in a MW or T-TR class is four (4) per semester (the equivalent of two (2) weeks of instruction).** The only excused absences are for officially recognized TC student club activities or for Texarkana College official business. **Please Note: Illness and doctor appointments do not qualify as an excused absence.**

**WARNING: If you exceed the maximum number of absences for this course you will be dropped (W) from the course. NO EXCEPTIONS.**

Students are required to attend lecture classes for the entire period. Students that arrive more than 10 minutes after class has begun or leave early, will be marked as absent. Students that arrive after the door has been closed and 10 minutes after class has begun will be recorded as tardy.

**Three tardies will be recorded as an absence**.

Students that sleep during class or ignore this class because they are busy texting, chatting, checking social media sites or doing homework for other classes or do not participate in class activities for any other reason, **may be marked as absent.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature**

**DATE:**