

# PROCEDURE

**Number:** 31-06  
**Title:** Faculty Class Tardiness  
**Responsibility:** Academic Affairs  
**Original Approval Date:** 00/00/0000  
**Last Cabinet Review:** 2/19/2025  
**Last Revision:** 2/26/2025

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:** FDTC 30-4.1

**Other:**

## Procedure Description

### DISCLAIMER

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

### I. PURPOSE

To establish a procedure to deal with the occasion when a faculty member is late to class.

## **II. PROCEDURE**

If an instructor is late to class, his/her students are expected to wait for ten (10) minutes. If the instructor has not shown up within 10 minutes after the normal starting time for the class, the students are free to go.

Exceptions to this general rule can be made by the instructor having the class notified of his/her late appearance within or before the 10 minute period.