

PROCEDURE

Number: 41-20
Title: Student Tardiness
Responsibility: Academic Affairs
Original Approval Date: 4/23/2002
Last Cabinet Review: 4/1/25
Last Revision: 4/1/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-28 Attendance

Other:

Procedure Description

PURPOSE

To establish a procedure governing student tardiness to class.

PROCEDURE

1. A student will be considered tardy to class if he/she arrives after the official class starting time but no later than ten minutes into a fifty (50) minute class period. For class meetings of longer than 50 minutes, the tardy period shall be extended 10 minutes for each 50-minute time period.

Example: 1(one) Tardy Class Meeting Time for One Class Period

10 minutes/1-50 minute period 50 minutes

20 minutes/2-50 minute periods 100 minutes

30 minutes/3-50 minute periods 150 minutes

40 minutes/4-50 minute periods 200 minutes

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2. Any student arriving after the designated tardy period may be counted absent.

3. Three tardies equal one absence for the course.