

Student Attendance

Policy Number:

Policy Statement:

Students are expected to be regular and punctual in attendance of all classes. Regular class attendance is necessary for student success. The college will inform instructors of special circumstances which make an absence necessary. There is no official college-wide recognized system allowing a certain number of absences before a student's grade is affected. Class attendance policies are set by instructors and identified in the course syllabus. Students representing the college in any capacity necessitating absence from class should obtain assignments from instructors and submit them prior to the absence or as directed by each instructor. Instructors will be provided lists of participants in college activities.

Procedures:

Punctual attendance at all scheduled classes is regarded as integral to all courses and is expected of all students.

Attendance Requirements and Definitions:

Federal guidelines for financial aid require faculty to complete certification rosters on census date and provide a student's last date of attendance. Failure to meet federal regulations for attendance may affect financial aid.

If students receive benefits from a government agency, they must follow any policy the specific agency stipulates.

The following definitions provide more specific information about student attendance in different course modalities. Course modalities are identified in the line schedule.

Face to Face and Synchronous Distance:

Students enrolled in face to face and synchronous distance courses are considered attending when they have a physical presence throughout the scheduled course period.

For census, students must have attended the course prior to census date. The last date of attendance is recorded as the last time the student attended a synchronous meeting.

Online (Asynchronous Distance):

Students enrolled in online courses are identified as having attended when they submit assigned course content related work through the learning management system.

For census, students enrolled in an online class must login and complete an authentication assignment prior to the refund date. Students who do not successfully complete an authentication assignment will be dropped as having never attended.

An authentication assignment is a course assignment that an instructor can reasonably verify as having been completed by the enrolled student. Authentication assignments include a confirmation of student identity and evaluation of student performance. Authentication assignments should meet requirements established by the instructional department and the office of Online Services/Instructional Design.

Last date of attendance is recorded as the last time the student engaged in a content-related activity or assignment in the course.

Hybrid and Distance Hybrid:

Students enrolled in distance hybrid courses are expected to attend scheduled synchronous sessions and complete asynchronous work.

For census, students enrolled in a distance hybrid course must either attend a class or successfully complete an authentication assignment prior to the refund date. The option to attend or complete an authentication assignment will be determined by the course schedule.

For most hybrid courses, the last date of attendance is the last time the student attended a synchronous class session. For hybrid courses ending with asynchronous elements (like clinicals), last date of attendance is noted as the last time the student engaged in a content-related activity or assignment in the course.

Excused Absences

Students who are under obligation to participate in jury duty, a generally recognized religious observance, or activities where they are required to represent the college must give notice to the faculty member in advance of the observance. Failure to provide timely written notice may result in loss of this opportunity.

If there are questions regarding whether a religious holiday is recognized or an activity is college-sponsored, students should contact the appropriate Dean. Such students shall be afforded the opportunity to independently make-up coursework or work of equal value for the day(s) the event was scheduled and take a scheduled exam at an alternate time determined by the instructor. Students should be aware that the quality of their learning experience may suffer as a result of their absence if coursework is not made up.

For all other absences, authorization of an excuse is the province of the individual faculty member and subject to the standard appeal process. Instructors should maintain adequate student attendance records to document student grades reflecting attendance considerations.

Course Policies

Students should be advised in the course syllabus, outline, or other handout of attendance requirements and how attendance relates to grading. Valid grading practice may vary from class to class, but the need to communicate whether grading practices apply is imperative in all classes. Attendance requirements relative to students' grades should be reasonable, capable of being supported by the department or division, and able to withstand review if protested by a student. Instructors' attendance policies should

be guided by Department guidelines where applicable. For example, some Departments that offer curricula requiring structured clinical instruction have more strict attendance requirements.

Attendance and participation should not add or remove more than 15% of a student's total course grade. Instructors should maintain adequate student attendance records to document student grades reflecting attendance considerations.

Student Responsibilities

Students will be responsible for knowing and adhering to attendance guidelines in their courses.

It is the student's responsibility to obtain class materials missed because of absence.

Students are expected to attend the course in the modality in which they enrolled. Students who experience an emergent situation that could require attendance through an alternative modality should be in contact with their instructor and meet with the appropriate Dean to determine if a change of modality contract could be agreed upon.

Syllabus Statements

Guidelines:

1. Attendance at GCCC is highly recommended.
2. The student is responsible for contacting each instructor regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the instructor's opinion.

College Sponsored Activity Absence

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow the same criteria.

Policy History:

July 28, 2025: Revised for accessibility format.

May 15, 2025: Revised

June 20, 2023: Reviewed

July 1, 2016: Reviewed

July 13, 2013: Reviewed