

Category: Academic

Division: Instruction

Department: [Click here to enter text.](#)

Policy Title: Student Attendance

Policy Statement: Students are expected to be regular and punctual in attendance of all classes. Regular class attendance is necessary for student success. Excuses for absences are not issued. The college will inform instructors of special circumstances which make an absence necessary. There is no officially recognized system allowing a certain number of absences before a student's grade is affected. Those 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. Each faculty member will include attendance guidelines in his or her course syllabus. Students will be responsible for knowing and adhering to those guidelines. Penalties for excessive absences may include a grade reduction. It is the student's responsibility to obtain class materials missed because of absence. The matter of excessive absence and the way it affects a student's grade is to be determined by the instructor, who, in turn, should be guided by Department guidelines where applicable.

For example, some Departments that offer curricula requiring structured clinical instruction have more strict attendance requirements. 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. If there are questions regarding whether a religious holiday is recognized or an activity is college-sponsored, students should contact the Vice President for Instruction and Student Services. 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. Failure to provide timely written notice may result in loss of this opportunity. 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.

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 should maintain adequate student attendance records to document student grades reflecting attendance considerations. Federal guidelines for financial aid require instructors to be able to give a student's last date of attendance. For all other absences, authorization of excuse is the province of the individual faculty member and subject to the standard appeal process. If students receive benefits from a government agency, they must follow any policy the specific agency stipulates. Lack of attendance may affect financial aid.

Attendance Guidelines:

1. Consistent attendance at Garden City Community College is encouraged.
2. The student is responsible for contacting each of his or her instructors 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 opinion of that instructor.

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 same criteria.

Contacts:

Vice President for Instruction and Student Services

Related Form(s):

Approved:

07/01/2018

History:

- [v1: 9/9/2013](#)
- [v2: 12/23/2013](#)
- [v3: 7/6/2016](#)
- [v4: 7/6/2016](#)

Keywords:

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