



PROCEDURE: 6.3.2p.L2

WGTC Attendance for Credit Instruction

Revised: May 31, 2022

Last Reviewed: June 30, 2020, November 3, 2014; March 17, 2011

Adopted: November 20, 2009

Purpose

To comply with WGTC's mission to provide a highly-trained workforce through quality academic and hands-on instruction, students are expected to regularly attend all classes. Regular attendance provides students with full course benefits and establishes a pattern of dependability and punctuality required in the workplace.

Attendance

Wiregrass Georgia Technical College expects that all students shall regularly attend all scheduled class meetings held for instruction or examination. It is recognized that class attendance is essentially a matter between students and their instructors. Instructors must explain their absence policy in the course syllabus if the course is an attendance-taking course. All students are held responsible for knowing the specific attendance requirements as prescribed by their instructors and for any make-up work allowed due to absences. When students are to be absent from class, they should immediately contact the instructor.

Attendance Requirements

Attendance is demonstrated through active participation. Simply logging in to an online class is not considered active participation. Academically related activities include, but are not limited to, the following:

- submitting a current academic assignment
- completing an exam, an interactive tutorial, or computer-assisted instruction
- participating in an online discussion about academic matters

Responsibility

The Executive Vice President for Academic Affairs has the overall responsibility of ensuring this procedure is implemented.