



# WIREGRASS

GEORGIA TECHNICAL COLLEGE®

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