

## **WGTC 6.2**

### **Student Attendance**

West Georgia Technical College strongly encourages regular and punctual class attendance. Research shows a strong correlation between class attendance and grades earned. Absences prevent students from receiving full course benefits, disrupt orderly course progress, impact the quality of group interaction in class, and may result in diminished class material comprehension. The highest change of academic success is achieved by attending all scheduled classes throughout the semester.

Although West Georgia Technical College is a non-attendance taking institution, students are responsible for any missed instructional time. Students anticipating an absence or tardy should notify the instructor as soon as possible. Instructors may establish a participation grade, which could include quizzes, classroom discussion, and other participation assignments. Absences and tardiness during such assessments will impact participation grades and may result in a failing grade. Make-up work is at the discretion of the instructor. Procedures defining the eligibility for make-up work must be specifically outlined in the course syllabus and should be applied consistently to all enrolled students. Students taking online courses must complete the Course Agreement Form within the first week of class to avoid being dropped from their class as a No Show.

Students who are called to military or jury duty should inform their instructors and, if appropriate, the Financial Aid and Veterans Affairs offices prior to their absence and provide appropriate documentation.

In the event of class cancellation or school closure due to severe weather or other emergencies, students are expected to continue participating in learning activities via Blackboard, their official college email account, or other modality. Instructors will provide information on their continuation of instruction plans in their syllabus.

Participation policies may be mandated and enforced for some courses as a condition of accreditation, licensure/certification eligibility, or contact hour requirements. These requirements will be detailed in individual course syllabi and program handbooks for such courses.

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Academic Affairs	Effective: 3/2007
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