

## J-111 STUDENT ATTENDANCE POLICY

### **POLICY**

1. Gateway Technical College recognizes the importance of attendance in the learning process but does not believe that attendance in and of itself constitutes learning.
2. Instructors will document in their course syllabi fair and reasonable attendance policies for their classes based on their subject matter, delivery methods, learning activities, student audience, external regulations, and employer expectations in their field of instruction. Each instructor's class policy will follow college and departmental guidelines.
3. Students are responsible for reading and understanding each class attendance policy and for learning any material covered during an absence.

### **GUIDELINES**

1. Students will not be penalized for hours missed prior to late enrollment in a class if they enroll under the regular late enrollment policy. Students are expected to begin attending immediately after such late enrollment.
2. Students may miss class without penalty to attend college-sponsored field trips, competitions, or other educational activities if pre-arranged with their instructors.
3. In cases of absence, students are expected to contact instructors and work with them during office hours or other mutually agreeable times so the students' learning may continue.
4. Students will be graded on attendance in accordance with college and departmental guidelines. The greatest portion of the course grade will be based on demonstration of the skills, knowledge, and behaviors that are the outcomes of the course. A lesser portion will be based on attendance and generally will not lower the final course grade more than one full letter.
5. Students with disputes related to instructors' attendance policies shall follow the Student Due Process procedures outlined in the student handbook.