



ATTENDANCE POLICY

FOR ALL GCC STUDENTS

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Purpose

The purpose of this policy is to outline the expectations regarding student attendance and participation in classes at Golden Career College ("GCC"). Regular attendance is crucial for academic success and ensures that students benefit fully from their coursework.

Attendance Expectations

Regular attendance is expected for all students in all courses, including practicum. An instructor will initiate procedures to withdraw a student from a course where unexcused absences exceed 10% of the scheduled instructional class hours for a course, or where absences (excused or unexcused) reach 20% or higher of the scheduled class instructional hours for a course in any one term.

Students must contact instructors regarding absences. The instructor will initiate procedures to withdraw a student from a practicum course where absences from required practicum days, excused or unexcused, cannot be made up within the term.

Excused Absences

Absences may be excused for the following reasons:

- Illness or injury (a doctor's note may be required for absences longer than 3 days).
- Family emergencies (documentation may be required).
- Religious observances (students should notify the instructor in advance).
- College-approved events (e.g., job fairs, conferences, etc.).
- Other extenuating circumstances (subject to instructor approval).

Students must notify the instructor as soon as possible in advance of any excused absence, or within a reasonable timeframe if the absence is unexpected.

Unexcused Absences

Students may be withdrawn if they have an absence rate of more than 10%.

Therefore, GCC students are expected to maintain an absence rate of less than 10% overall in their program.

Make-Up Work

If a student misses a class, they are responsible for catching up on any missed material.

- Students are encouraged to consult with their instructors should they have questions about missed coursework or assessments.
- Students must adhere to the assessment due dates in their program.
- Instructors may provide additional time for assignments or tests if the student has an excused absence. Students should communicate with the instructor in advance to make arrangements.

Consequences for Non-Compliance

Failure to adhere to the attendance policy may result in:

- A reduction in the course grade.
- Ineligibility to complete certain course components.
- Referral to academic advising or other disciplinary action.

Instructor Discretion

Instructors have the discretion to implement additional attendance policies specific to their course. These policies will be communicated to students at the start of the semester.