



Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective: 01/2022
Division: Academic Affairs		Reviewed: 5/2024 Revised: 5/2024

### **5.1.21 GT Attendance**

For the best chance at academic success, students are encouraged to be punctual and attend all classes for which they are registered as scheduled throughout the semester. Students anticipating an absence or tardy should contact the instructor in advance or provide notification as soon as possible. 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.

Although Gwinnett Technical College is a non-attendance taking institution, the student is responsible for missed instructional time and is expected to seek permission for make-up work at the discretion of the instructor. If the student does not participate in classes, submit assignments, or, when applicable, contact instructors in a timely manner (either in person, by phone, or by e-mail) a failing grade(s) may result. Special participation policies may be enforced for some classes due to hour requirements necessary for completion.