

<b>Title</b>	: Attendance	
<b>Number</b>	:	6400.11
<b>Approved</b>	:	08/14/25
<b>Last Reviewed:</b>		08/14/25
<b>Reference</b>	: GCCCD 6400.06	

Students are expected to attend all class meetings and laboratory sessions for which they are registered.

Instructors will advise students in writing of class policies governing absences, punctuality, and make-up assignments and exams at the beginning of each term .

Absences

Absences accumulate beginning with the first day of class.

Absences from class due to authorized participation in College sponsored activities will be considered as official absences. There will be no institutionally sanctioned penalty associated with official absences. Designation of official absences will be made through the Vice President of Academic and Student Affairs.

Absences other than official absences will be considered as unofficial absences. Instructors are authorized to withdraw a student from class for excessive unofficial absences.

Punctuality

Students are expected to be prompt in meeting each of their classes. Instructors are authorized to take appropriate actions, including withdrawal of a student from class, because of excessive student tardiness.

Make-Up Assignments and Exams

It shall be the responsibility of the student to make up any assignments or exams missed because of either an official or unofficial absence. Arrangements for make-up assignments or exams must be made with the individual instructor prior to the absence. At the discretion of the instructor, a student may be denied the opportunity to make up assignments or exams missed because of an unofficial absence. Make-up assignments or exams for official absences shall not be punitive in nature.

