



WGTC Procedure: 6.3.2p.L2

Attendance for Credit Instruction

Revised: October 28, 2025; May 31, 2022

Last Reviewed: August 27, 2025

Adopted: November 20, 2009

Purpose

To support Wiregrass Georgia Technical College's mission of providing a highly trained workforce through quality academic and hands-on instruction by emphasizing the importance of regular and punctual class attendance. Consistent attendance ensures students receive the full benefits of their coursework and promotes the dependability and punctuality expected in the workplace.

Procedure

Wiregrass Georgia Technical College expects all students to regularly attend scheduled class meetings held for instruction or examination. While attendance is fundamentally a matter between students and their instructors, instructors must outline their attendance policy in the course syllabus for any attendance-taking course. Students are responsible for understanding the specific attendance requirements set by their instructors and for completing any make-up work permitted due to absences. Students who anticipate or experience an absence should immediately notify their instructor. Students requesting accommodation for attendance should contact the Special Populations Department.

Attendance is demonstrated through active participation. Academically related activities that meet attendance requirements include, but are not limited to:

- Submitting a current academic assignment
- Completing an exam, interactive tutorial, or computer-assisted instruction
- Participating in an online discussion related to academic content

Responsibility

The Vice President for Academic Affairs has the overall responsibility of ensuring this procedure is implemented.

Reference

None