

## Attendance/Withdrawal Policy

Students will get the most benefit from their classes if they attend class regularly and are on time for all classes.

- There are no excused or unexcused absences.
- Each instructor will include attendance requirements and criteria for tardiness on the course syllabus.
- Students are responsible for course content when absent and for coming prepared to the class following the absence. Students should refer to the course syllabus for the class policy on make-up work.
- Students in face-to-face and hybrid courses must be in attendance and recorded as present at least once on or before the Census Date, or be dropped from the course.
- Students in online courses must log into each online course and complete a designated online activity on or before the Census Date, or be dropped from the course.
- It is possible to fail some courses due to excessive absences, regardless of the letter grade.
- Students who will miss a class due to a state mandated test must let their instructor know at the beginning of the semester. It may still count as an absence but the student may have the opportunity to make up the work. The instructor will make that determination.
- It is the student's responsibility to immediately inform their high school if they are having any issues with transportation that is being provided by Guilford County Schools.
- Course Withdrawals: CCP students must request the CCP Withdrawal Form from the Career and College Promise Office. The form requires a parent and high school counselor signature. Withdrawal Deadlines are listed on the course syllabus. Too many withdrawals can affect CCP eligibility and future financial aid. Completed forms must be returned to [ccpadmissions@gtcc.edu](mailto:ccpadmissions@gtcc.edu) before the withdrawal deadline. If a student drops/withdraws from a class after the drop/add period is over or is a no show for a class, they will not be able to add an additional class to their schedule.