

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: CLASS ATTENDANCE

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Administrative Procedure Number: 407.02

Date adopted: 2/19/04 Revision Date: 4/19/07, 2/18/20

Grays Harbor College views student attendance and participation as crucial to academic success. It is essential that students attend the first sessions of their courses. A student is expected to attend all class sessions of each course for which (s)he is registered; failure to do so may result in lower grades.

Students who do not attend class the first and second day of the quarter may be administratively withdrawn if:

- the student has not contacted the instructor and
- the instructor has not been able to contact the student.

A student who fails to attend the first three sessions of a face-to-face class or fails to engage in significant activities for an online class during the first week of the quarter may be administratively withdrawn from the course.

Students who plan to remain enrolled but have attendance difficulties during the first week of the quarter should therefore contact their instructors immediately to request an exemption to this procedure.