

**The 2018-19 Student Handbook and Catalog (see [www.gvltec.edu/catalog/](http://www.gvltec.edu/catalog/)) provides a complete listing of all policies and procedures pertinent to your conduct and behavior as a student.**

**Attendance Policy** (*please see Pages 50-51 of the 2018-19 Student Handbook for full policy*)

Attendance and participation are necessary for academic success. The student's record of attendance will begin on the first day of the course, even if registration occurs after the semester has begun. Students are expected to attend and complete all scheduled instructional activities, both in class and online.

A student may withdraw from any course up to the published deadline. If the student drops the course during the add/drop period, no course tuition will be charged. If a withdrawal occurs after the drop/add period, tuition charges will result. Ceasing to attend class does not constitute an official withdrawal from the course and may result in financial aid consequences. Refer to the Refund Policy ([www.gvltec.edu/tuition-refunds](http://www.gvltec.edu/tuition-refunds)) for details.

**Administrative removal from a course:**

- If a student preregisters for a course but subsequently does not meet the prerequisite for the course, the college will delete the course from the student's schedule and notify the student via his or her college email account of the change.
- If a student registers for a course but fails to pay for it by the deadline set by the college, the college will delete the course from the student's schedule and notify the student via his or her college email account of the change. If a student registers for a course but fails to attend (including failing to meet the criteria to be counted as present in an online course), the college will administratively withdraw the student from the course and assign a grade of WA. The student will be responsible for payment for the course in accordance with the college refund policy. The college will notify students via their college email account of the administrative withdrawal.
- If a student attends a course at least once during the drop/add period but fails to attend (including failing to meet the criteria to be counted as present in an online course) thereafter, the college will administratively withdraw the student from the course and will assign a grade of W. The student will be responsible for payment for the course in accordance with the college refund policy. The college will notify students via their college email account of the withdrawal.
- If a student is recorded absent for more than 20 percent of the course contact hours, whether face-to-face or online, the college will withdraw the student from the course and assign a grade of W. The student will be responsible for payment for the course in accordance with the college refund policy. The college will notify students via their college email account of the withdrawal.

**Administrative reinstatement into a course:**

- A student who has been withdrawn from a course may request reinstatement if the student notified the instructor of absences as they occurred and has documentation to support those absences, if appropriate. Both the instructor and the dean must approve the reinstatement. Course, department, and division policies regarding making up course work will apply; the instructor's decision regarding missed work will be final.
- The college will charge a reinstatement fee in accordance with the Tuition and Fee Schedule for each course for which reinstatement is approved.

With the approval of the chief academic officer, individual departments may set attendance requirements that are more stringent than those stated above if they are required by accreditation bodies or other similar oversight. Those requirements must be published in the course syllabus. It is the student's responsibility to be aware of the course attendance policy.

Note: Drops and/or withdrawals may affect the full-time or part-time enrollment status of a student including, but not limited to, VA and other financial aid benefits, as well as eligibility for residence in GTC Foundation Student Housing.

**Student Code** (*pages 68-73 in the Student Handbook and Catalog*)

**II. Student Responsibilities** (*please see Page 68 of the 2018-19 Student Handbook for the full policy*)

A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.

B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off campus clinical, field, internship, or in-service experiences.

C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

Further disruption(s) by the student may result in a second dismissal and a written referral to the chief student services officer. This written referral may result in the initiation of disciplinary action against the student.

**Academic Grievance Procedure** (*please see Page 50 of the 2018-19 Student Handbook for full policy*)

Greenville Technical College encourages students to resolve academic grievances informally by discussing their concerns with the appropriate instructor and department head. For information about the grievance process, please see the "Student Grievance Procedure" section of the Student Code, which appears in this handbook.

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