

The 2019-20 Student Handbook and Catalog (see www.gvltec.edu/catalog/) provides a complete listing of all policies and procedures pertinent to your conduct and behavior as a student.

Attendance Policy (*supersedes the policy in all previous Student Handbooks*)

In accordance with the college attendance policy, students may be administratively withdrawn due to attendance:

- If a student registers for a course but fails to attend during the drop/add period (including failing to meet the attendance criteria in an online course). A grade of **WA** will be assigned. For students receiving financial aid, this course will not count as an attempt and will not affect future financial aid awards. Or,
- If a student is recorded absent for more than 15% of the course contact hours prior to the withdrawal date. A grade of **W** will be assigned. For students receiving financial aid, this course will count as an attempt and may affect future financial aid awards. Or,
- If a student is not in attendance for 14 consecutive calendar days at any time during the semester (including non-class days, holidays, and weekends). A grade of **FA** will be assigned. For students receiving financial aid, this course will count as an attempt and may affect future financial aid awards.
- A student will be administratively withdrawn either when absent 15% of course contact hours or at 14 consecutive calendar days of non-attendance, whichever comes first.

Students administratively withdrawn due to attendance will be notified via official college email address.

Administrative reinstatement into a course (*pages 68-69 in the 2019-20 Student Handbook and catalog*):

- A student who has been withdrawn from a course may request reinstatement if the student notified the instructor of absences as they occurred and has documentation to support those absences, if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/school 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 – \$75 per course.

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 (*excerpts from pages 92-100 in the Student Handbook and Catalog*)

II. Student Responsibilities (*please see Page 92 of the 2019-20 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 65 of the 2019-20 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. *(The “Student Grievance Procedure” is on pages 100-103 in the 2019-20 Student Handbook)*

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