

# APPEARANCE & ATTENDANCE

## STUDENT ORIENTATION



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### Student Dress and Appearance Code

The primary purpose of Goodwill Technical College is to provide students with an education. College officials consider this activity second to none in its importance and believe it should be so regarded by the students. Thus, a mature attitude should be demonstrated by the dress and appearance of the students while attending classes or engaging in other programs or functions on the campus. The student is expected to maintain the same standards of dress and personal grooming on campus that would ordinarily be maintained by those engaged in other serious activities and employment. Obvious violations of these standards may be subject to disciplinary action.

### Attendance Policy

Success in employment and education is dependent upon preparation and regular attendance. All students must be officially enrolled in any course that they attend. Students are expected to attend all classes regularly and punctually. Attendance will be checked at every class meeting. Attendance is tracked and maintained for various reporting purposes. Specific attendance policies vary depending upon instructor or program. Ultimately, each faculty member's individual syllabus will serve as the governing attendance policy for a course and may differ from others based on academic discipline, teaching philosophy, or instructional necessities. Students should refer to each of their instructors' syllabi for guidance and seek immediate clarification from their instructors if needed.

If an absence occurs, it is the responsibility of the student to notify the instructor. Contact information for faculty and specific attendance policies can be found in course syllabi. It is also the student's responsibility to make up all missed coursework, if approved by the instructor. Absences affect performance in all courses and do not reflect well on participation. Students who stop attending a course and do not officially drop/withdraw, may receive a grade of "F" for all course work missed that may result in a punitive final grade.