IV. ATTENDANCE

A. General

1. Each term, a course listing is published showing the time period for each class.
2. If an instructor should be late in meeting the class, the students shall wait twenty minutes after the published starting time. If the instructor has not arrived by that time, the students may leave unless specifically notified to await the instructor’s arrival.

B. Class Attendance

1. There are no formal institutional regulations regarding class attendance at Georgia Tech. The resources of the Institute are provided for the intellectual growth and development of the students who attend. A schedule of courses is provided for the students and faculty to facilitate an orderly arrangement of the program of instruction. The fact that classes are scheduled is evidence that attendance is important; students should, therefore, maintain regular attendance if they are to attain maximum success in the pursuit of their studies.
2. All students are responsible for obtaining an understanding of each instructor’s policy regarding absences; all students are expected to attend announced quizzes, laboratory periods, and final examinations. Although it is recognized that occasionally it may be necessary for students to be absent from scheduled classes or laboratories for personal reasons, students are responsible for all material covered in their absences, and they are responsible for the academic consequences of their absences. Students should discuss planned absences with their instructors as soon as possible after the beginning of an academic term. Work missed may be made up at the discretion of the instructors.
3. In the event of a medical emergency or an illness that is severe enough to require medical attention, students are responsible for contacting the Office of the Vice President for Student Life and Dean of Students as soon as possible to report the medical issue or emergency, providing dated documentation from a medical professional and requesting assistance in notifying their instructors. The medical documentation will be handled confidentially within the Office of the Vice President for Student Life and Dean of Students and will inform a decision as to whether communication with instructional and faculty to facilitate an orderly arrangement of the program of instruction. The fact that classes are scheduled is evidence that attendance is important; students should, therefore, maintain regular attendance if they are to attain maximum success in the pursuit of their studies.
4. Students who are absent because of participation in approved Institute activities (such as field trips, professional conferences, and athletic events) will be permitted to make up the work missed during their absences. Approval of such activities will be granted by the Student Academic and Financial Affairs Committee of the Academic Senate, and statements of the approved absence may be obtained from the Office of the Registrar. Course instructors are responsible for establishing reasonable deadlines and/or make-up materials for missed work, and for clearly communicating this information to the relevant student(s), when absences for Institute activities are approved.