

# APPEARANCE & ATTENDANCE

## STUDENT ORIENTATION



### Student Dress Code and Appearance

All Goodwill Technical College students are expected to dress in an appropriate manner while on campus or representing the college within the community. This would include shirts, shoes, and pants/dresses/shorts. Students' apparel should be neat, clean, and good taste. Inappropriate dress includes but is not limited to shirts with inappropriate logos or language, any type of clothing that emanates discriminatory or obscene language/tones that may be offensive to others. Obvious violations of these standards may be subject to disciplinary action. Some programs maintain a dress code based on the curriculum, such as Medical Assistant. Contact the lead program instructor for more information.

### 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 and is tracked and maintained for various reporting purposes. Attendance accounts for 30% of the students' final grade in all courses. Specific attendance policies vary depending upon instructor or program.

Any student who ceases to attend a class may be subject to a College-Initiated Withdrawal. A student who wishes to withdraw from a course or resign from the College must do so officially by completing the required withdrawal forms. When a student has missed 15% of a course, the instructor may remove the student by assigning a College-Initiated Withdrawal. As a result of this action, the student will receive a grade of "WN" for the course if the action is initiated prior to the last day to drop.

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 the course syllabus. 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.