Completion and Attendance Policy

Successful completion of the Guttman Bridge Program (GBP) is required in order to continue in regular semester classes at Guttman Community College. In order to successfully complete GBP, students must regularly and punctually attend program activities and submit all required assignments. Submission of assignments will be documented by students and GBP faculty and staff. Students who do not submit required assignments and/or who miss more than one class session without documented extenuating circumstances shall not be permitted to continue in regular semester classes at Guttman. Two incidences of lateness (10 minutes after the start of the class) are equivalent to one missed class session.

Students who miss one day or its equivalent and/or who fail to submit required assignments will be required to meet with the Dean of Academic Affairs and/or the Dean of Student Engagement and Success to discuss the circumstances of their absences and how they will make up the assignment or assignments that were missed. Students will be encouraged to continue attending and fully participating in the GBP with the understanding that a final decision will be made about their ability to enroll for the spring semester after review of the documentation they provide. Decisions about spring enrollment will be made by a committee composed of the Dean of Student Engagement and Success, the faculty coordinator of GBP, and the Provost’s designee.

Students not permitted to continue in the regular semester to which they have been admitted will have the option of deferring admission until the following semester. Students who defer admission will be required to attend and participate fully in the next semester’s GBP regardless of the extent of attendance and participation in their original GBP.