

STUDENT ATTENDANCE POLICY

Attendance

Students are expected to attend all classes as scheduled. Class attendance is an important factor in a student's success. Students must adhere to the following attendance requirements:

1. Attendance is taken at the beginning of each class session. Students who are not present when attendance is taken will be considered tardy. Students who are not in attendance for 60% or more of a class session will be considered absent.
2. Tardiness and early departures may affect a student's attendance and grades. Chronic or excessive tardiness may lead to disciplinary action up to and including withdrawal from the program. Students are expected to be on time to each class and stay until the class has been dismissed. Punctuality is the responsibility of the individual student and will be encouraged at all times.
3. Students must attend at least 80% of the 630 hours (504 hours minimum attendance) scheduled class hours.
4. After five (5) consecutive absences with no call no show, a student will automatically be withdrawn from the program.

Remediation Process for absenteeism

The remediation policy serves to ensure that students who have been counseled on issues regarding performance, attendance and/or behavior, are provided the opportunity to demonstrate improvement in the cited areas of deficiency in a timely manner in order to progress through the program. If a student is placed on academic probation, remediation is mandatory.

1. The student will be given a Verbal Warning by the instructor or a member of administration when they have reached four (4) total absences.
2. If the cited area of deficiency is not corrected and the student reaches eight (8) absences, a Written Warning will be issued.
3. If there continues to be a lack of progress in the cited area of deficiency by a student reaching twelve (12) absences, a Counseling Session with the student, caseworkers, and a member of administration will be conducted.
4. If the deficiency continues and the student reaches sixteen absences (16) the student will meet with the director of operations and president and be placed on Academic Probation.

A customized plan for remediation will be developed for each student subject to Academic Probation.

5. If the student does not successfully adhere to the terms of his or her academic probation, the student will be dropped from the program.

EXCUSED ABSENCES

Students will be given an excused absence for the following: illness, medical, dental, optometrist, or chiropractic appointments, attending the funeral services of the students' immediate family, jury duty, court appearances or authorized at the discretion of a school administrator. The student must notify his or her instructor of any appointments prior to missing class and bring in documentation on the day of return. Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences.

LEAVE OF ABSENCE

Students who plan to be absent for an extended period of time due to emergency situations

such as serious illness, debilitating injury, death in the family or military orders may apply

for a Leave of Absence by filing out a “Leave of Absence Request Form”. A Leave of Absence is granted by the Director of Operations on an individual basis and must be requested prior to the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. The total cumulative length of time that a student may take for a Leave of Absence must not exceed 180 days or $\frac{1}{2}$ the program length, whichever is shorter. An approved Leave of Absence will be granted only if the student can reasonably expect to return and resume their program at or prior to the point of instruction where they left off.

Failure to return from a Leave of Absence on the scheduled return date will result in

termination from the course. No additional charges will be assessed to a student’s account

during a Leave of Absence.