

# **STUDENT ATTENDANCE POLICY & CLASS PARTICIPATION**

Attendance will be taken at the beginning of each class meeting, capturing students' name, date and time of arrival and departure. Students are expected to attend all class meeting, as their attendance and participation is vital. Full credit will be earned for perfect attendance. Participation will be evaluated based on student's engagement in the class, contribution to class discussions, evidence of having completed the readings and maintaining a positive attitude. It is crucial for students to arrive to class on time and be prepared.

## **Absences**

- Students are expected to call or email only the administrative office if they will be absent.
- Students are responsible for course content when absent and for coming prepared to the class following the absence. It is the student's responsibility to obtain make-up assignments from the instructor.
- The student is responsible to coordinate with the instructor as to how to make up missed time and to complete any make up tests and assignments.
- Poor attendance will result in disciplinary actions (see policy below).
- No absences is allowed during clinical time

## **Tardiness**

- Tardiness is reporting to class more than five (5) minutes after the scheduled time.
- Three instances of tardiness or early leave will count as one absence. More than three occurrences of tardiness will result in an absence and the student will be dismissed from the program.

## **Makeup Work**

In the event of an absence, it is the students' responsibility to meet with the instructor and/or Program Director to arrange ways to make up the hours and assignments that were missed. Make up work must be submitted to instructor within 72 hours.