

Policy on Absence and Tardiness

In accordance with the policies of <college or university>, ACCENT and the local educational institutions, and in order to ensure that all students are provided with the necessary conditions in which to be successful in the program, each student must comply with the following attendance policy which is part of the contract with ACCENT.

Absence from class:

1. Three excused absences per class, per program term, are permissible in ACCENT Center classes; absences are highly discouraged. If your program includes courses at a local institution(s), please note that local institutions may have more demanding attendance policies. You should be informed of these upon arrival. For ACCENT Center classes, an excused absence is defined as an absence which the program faculty deems justified by illness or unavoidable emergency. In the event of a prolonged illness, the student should notify the program faculty as soon as possible, and provide medical verification of the illness. Four or more excused absences in ACCENT Center classes may adversely affect the student's final grade. If a course meets more than once per week, each session missed is considered to be one absence.
2. Any unexcused absences are likely to adversely affect a student's grade, at the instructor's discretion.
3. Six absences automatically constitute a final grade of "F" for a course. Furthermore, since active participation in the academic portion of this program is mandatory, being removed from any course due to excessive absences is also grounds for expulsion from the entire program without refund or recourse.
4. Non-attendance at required site visits, excursions or other non-classroom activities is considered to be an absence.

Tardiness:

Late arrivals to classes are a disruption to your fellow students and faculty. This program's policy is that students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor. Timeliness applies to on-site visits and excursions as well. Site visits and excursions will depart as scheduled, excepting only conditions beyond ACCENT's control. Late comers should know that the group will not wait for them. Accordingly, they will miss the scheduled event without recourse or refund and will receive an unexcused absence.

I have read and understood the above policy, and I hereby acknowledge the regulations concerning this program's policy on Absence and Tardiness and agree to abide by them. I understand that my failure to comply with this policy may result in my receiving a lower or failing grade for the course(s) and my being withdrawn from the program without refund or recourse.

Print Name

Signature

Date