

Attendance

A student must attend at least nine out of twelve classes of a 12-week course (four out of six classes of a 6-week course) in order to receive a passing grade and credit for the course. More than three unexcused absences will result in a fail grade.

If a student misses more than two consecutive classes without prior permission from the instructor, credit for the course could be jeopardized. In particular, this applies to students funded by student loans. Students funded by any outside lending agency are advised to be familiar with the attendance requirements outlined in their loan application and acceptance documents; and be aware that VISA will report absences as required.

If a student arrives late on more than two occasions without prior notice to the instructor, each subsequent late arrival will be considered as a one half-day absence.

Students notify the office by phone or by email if they are going to be absent from a class. This information is passed onto the instructor.

For online courses, program students are required to have their video on during class time in order to be considered present for the course. If camera or video use is not possible due to technical or medical issues, special permission may be granted by the Director and the Instructor provided they are informed in advance. If a student keeps their video off without prior notice the session will be considered as an absence. Multiple absences could result in a fail grade in the course.