

## Attendance Policy

Attendance is critical to the applied learning / curricular practical training approach. Attendance includes presence and participation in scheduled on-site and online class sessions, and participation in individual / group presentations, exercises, or projects.

There are no excused absences; a student is either present or absent from a class session. Students are expected to attend and actively engage in all class sessions and activities as assigned throughout each 11-week term. Students who do not complete a minimum of 70% of all course requirements will receive a failing grade (F) for the course.

## Absence Policies

As stated in the attendance policy, there are no excused absences. Each student is required to sign the attendance sheet for all scheduled class sessions to be considered present. Students taking online courses must log in to each online course a minimum of once a week to be considered present.

If a student must miss a class session, they are required to contact their professor via email prior to the beginning of the class session or at the beginning of the week in an online course. In addition, the student should send notice to UoNA within 24 hours of the scheduled class session they missed.

Students will be issued a warning from the academic department in the following circumstances:

- After **2 consecutive absences** (two class sessions or two weeks in a row online).
- After **3 non-consecutive absences** in a course.

Students will be issued a failing grade (F) for the course in the following circumstances:

- After **3 consecutive absences** (three class sessions or three weeks in a row online).
- After **4 non-consecutive absences**.

Students who earn a failing grade will be required to repeat the course if the course is required for graduation. International students on an F1 Visa are required to continue attending classes for the remainder of the term in order to maintain their enrollment status with the University.

Students may submit a written request and supporting documentation to the academic directors if they feel they have extenuating circumstances. The directors will determine the best option for the student while still remaining compliant with all regulatory agencies.

Students with excessive absences *may* face disciplinary actions, including withdrawal from UoNA as specified by the administrative withdrawal policy and determined by the academic directors and campus administrators.

## Tardiness to Class

Students who fail to sign the attendance roster prior to it being collected at the beginning of each on-campus session will be considered late for the session and may receive a reduction in grade points for class activities held during that session. In online courses, late attendance does not apply, as asynchronous activities are assigned to be completed during each week of the course.