

# Attendance Policy

## Duty of Attendance and Class Participation

Each student is expected to attend regularly and punctually all classes in which he/she is enrolled. Students are expected to participate fully in class, the abuse of personal computers may result in disciplinary measures.

## Excessive Absences

An excessive absence is when a student misses more than one class per semester without an excuse. Each excessive absence leads to a 3% reduction in the final grade for the corresponding course.

## Exemption from Required Courses

An exemption from required courses can be granted during the first week of classes in certain, justified cases. If grounds for the exemptions are for health reasons, a medical statement will be necessary.

## Hindrances to Class Participation

When a student is unable to attend class due to reasons beyond his/her control (e.g. illness, accident), the school should be notified immediately as to the reason for his absence and the probable length of the absence. If the student notifies the school orally, he/she must bring a written statement upon return. He/she must also notify the teachers involved about the inability to attend. Absences of more than three days due to illness require a written doctor's excuse. It is the student's responsibility to make up work or assignments missed through illness or absence.

## Leave of Absence

A leave of absence from classes is possible in individual, justified, exceptional cases. The notice must be given to the Academic Dean at least two days before the absence. The recognized reasons for a leave of absence are:

1. Attending a co-worker and/or leadership conference of the church or denomination (up to five class days per year).
2. Important personal reasons (death in the immediate family; extreme illness in the student's household, so long as the necessity of the student's care is temporary; an appointment with the doctor or dentist which can only be held during class hours).

## Makeup Policy

For each absence from class, the student has the responsibility to make up the work that he/she missed. Exams must be made up in agreement with the teacher.

## Tardies

Students arriving more than five minutes late to class are considered tardy. Three tardies are counted as one absence.

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