

POLICY:  <b>Attendance Policy</b>		POLICY NUMBER: <b>AC-008-A1</b>
		PREVIOUS/REPLACES: <b>Student Manual</b>
APPROVED BY: <b>Academic Council</b>	EFFECTIVE DATE AS OF: <b>November 1, 2021</b>	PRIOR VERSIONS: <b>August 2020</b>

## 1. Policy Statement

Herzing College is not only a place to learn technical and business skills and to develop academically but is also a place to develop appropriate work habits. Important work habits include responsibility and reliability, and attendance is a major factor in both. For that reason, and in consideration of the disruption to the educational process caused by erratic attendance, the College emphasizes attendance with both an awards program for outstanding attendance and potential termination for violation of minimum attendance standards.

## 2. Scope

This policy applies to all Herzing College staff, faculty members, and students unless otherwise noted.

## 3. Procedure

1. Students attending in person classes are expected to attend all their classes as scheduled within their program. Absences, tardiness, as well as leaving early will be recorded as part of the student attendance record. Students are expected to inform their faculty members or the office if they must miss a class. The College’s active participation policy requires the following: a student attending in person classes at the College who is absent for 28 consecutive calendar days without a valid and documented reason(s) will be withdrawn.
2. A student who is taking courses or a program online or in a hybrid mode typically has readings, lectures, assignments, tests, discussion items and projects (or some combination of the foregoing) to complete or participate in each week. To meet attendance standards, a student is expected to complete all required coursework for that week including participating in discussions, submitting assignments, and completing exam. Student in hybrid programs must attend any mandatory in-person portions of the program, such as labs.
3. A student who is taking courses or a program online or in a hybrid mode will be withdrawn by the College after 28 calendar days of non-participation. Non-participation is defined as failure to take a test or exam, submit an assignment, or participate in a discussion during the 28 days, or if in a hybrid program, failure to attend any obligatory in-person classes.
4. Attendance will have no impact on a student’s grades within didactic courses of study. Work-integrated learning such as co-ops and internships may contain attendance as a component for evaluation.

#### 5. Extenuating Circumstances

- a. If there are extenuating circumstances that are causing or may cause a student to come into violation of the attendance standards stated above, the student should see the Academic Dean immediately.

#### 6. Make Up Work

- a. Arrangements for make-up work are the responsibility of the student and are at the discretion of the faculty members. Students returning from an absence are expected to address missed material with the faculty member outside scheduled class hours.

#### 7. Withdrawal

- a. Students who do not achieve the required attendance as stated in above may face withdrawal from the program.

#### 8. Appeal

- a. Students who are withdrawn from their program for attendance reasons may appeal the decision. Refer to Student Complaint and Appeal policy.

### 4. Administration

The Academic Dean, or their designee, will oversee the administration and enforcement of this policy.

### 5. Review

This policy will be reviewed as required by the Academic Council in 2022.

### 6. Reference

- Herzing College Student Manual