

## ATTENDANCE POLICY - HYBRID PROGRAMS

**Reference: ACCET Doc 35.1**

### **ATTENDANCE OBLIGATION AND TERMS**

Students who enroll in the Hybrid delivery attend campus a minimum of one day a week for the duration of the program. In our experience the most successful students attend on campus instruction 3 to 4 times per week, regardless of modality of instruction. Students who do not meet their attendance obligation have the ability make it up the following week. Coordinate with your instructor or any appropriate staff member to discuss when to make up any missed attendance.

Asher College checks attendance on a weekly basis for students enrolled for Hybrid delivery. Regular attendance is essential for academic progress and success in a career. Asher College is open 6 days a week, with evening hours to support our students. Absences may jeopardize a student's ability to complete their program in a timely manner.

Asher College's attendance policy adheres to all Federal, State and ACCET regulations.

### **MINIMUM STANDARDS FOR COMPLETION/GRADUATION**

Asher College requires completion of all courses for graduation. Asher College encourages 100% attendance and requires 80% attendance for graduation.

### **ATTENDANCE MONITORING FOR HYBRID STUDENTS**

Students log in and out using the sign-in stations located on campus. The computers track the amount of time a student spends on campus. This information is stored in the student database from which attendance reports are generated. If a student does not log in, instructors will ensure the student manually sign the attendance roster and initial the roster for confirmation. Students are required to sign-out whenever they leave campus for any reason.

Asher College will place students on Academic Warning for attendance violations. Failure to successfully return to good standing from Academic Warning will lead to Academic Probation. Failure to successfully return to good standing following academic probation will lead to program dismissal.

### **Minimum Attendance Definitions**

- Part-Time Day is 3 hours on campus
- Three Quarter Time Day is 5 hours on campus
- Full Time Day is 6 hours on campus

### **Attendance Violations**

- Unexcused absences.
- Falling below 80% of attendance.
- Student must log-out if they leave campus for any reason. Faculty will log out any student if the student cannot be located on campus.
- Multiple Auto-Log Outs from not signing out when leaving.

## **Immediate Academic Probation**

The following actions violate the Asher College Academic Honesty Policy resulting in Academic Probation:

- Logging in and immediately leaving the campus without logging out for any reason.
- Someone other than the student logging the student in or out.

## **Tardy and Early Departure**

Students arriving late make up the time by staying later or making up the time on another day. Students leaving early make up the time on another day.

## **Excused Absences**

Students are expected to call or e-mail the campus or instructor if they are unable to attend the required hours for the week to obtain an excused absence. Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences; students must still meet an overall attendance rate of 80%.

## **MAXIMUM CONSECUTIVE DAYS ABSENT**

Per Department of Education Regulations, Asher College must Dismiss students from their program who have and unexcused absence for fourteen (14) consecutive days. This is tracked by Academic Activities and Regular Substantive Interaction with faculty.

## **MAKE-UP WORK**

Students are responsible for completing all required assignments and examinations by the end of the course. If the student has not completed all required assignments, they will receive an "Incomplete" grade at the 100% completion date. Students have until 150% of course completion date to submit any remaining coursework. At the 150% date, no additional assignments are accepted, and the course grade is calculated based on the scores of all completed coursework.

Instructors will help the student create an Individualized Education Plan (IEP) to support the student complete the course assignments; only assignments approved for the course are accepted for credit.

## **NOTIFICATION**

Students can access their attendance records through their Student Portal. Asher College will also follow up with students not making their rate of pursuit, academic activities, substantive interactions, or attendance for the week via email, phone call or text.

### **VA ATTENDANCE NOTIFICATION**

Students using VA benefits are monitored on a weekly basis for attendance. **You are required to meet and maintain your VA attendance obligations. The goal is 100% of your attendance requirement. Asher College requires 80% attendance during any 4-week period. If you fail to maintain 80% attendance requirement a student can be placed on Academic Probation.**

If at the end of the Academic Probation period, the student is not meeting minimum satisfactory attendance requirements, **the SCO will terminate certification.** VA education benefit certification can be reinstated if the student subsequently demonstrates satisfactory academic requirements.

In the event a student is placed on Academic Probation for attendance a second time, **the SCO will terminate certification.** Students may appeal this decision in writing to the Campus Director. Students are notified within 5 business days of a decision at such time the resolution will be final.

This practice is in place for two reasons:

- To assist the student with staying on track in his/her program; and
- To ensure that VA directives are being met.

### **Break Pay**

The VA no longer authorizes break pay (effective August 1, 2011). If a VA student is going to be absent beyond 14 consecutive days, they must request a Leave of Absence (LOA). VA students will not receive VA benefits during Leaves of Absence.

### **Military Deployments**

Active Duty/Selected Reserve VA students must provide the SCO copies of their orders for military training/deployment for their GI Bill® file. The VA will be notified of deployment and pay the student per VA policy.