Policy:

Consistent attendance is critical to learning, growth, and academic success; therefore, students are expected to attend all class meetings. While the Institute recognizes there may be times when a student cannot attend, there are no “excused” absences. If students wish to make up work in exceptional circumstances such as death in the family, serious medical conditions, hospitalization, or observance of religious holidays, the student must provide appropriate documentation to the Disabilities and Academic Support Coordinator. Students should only submit documentation when an absence has led to a missed deadline, critique, or exam, or when an extenuating circumstance may have caused an impact on the student’s grade. All documentation must be received within 24 hours of the absence in question. Once the documentation has been submitted, the instructor will be contacted, and the student will then be responsible for completing work missed, as well as meeting any additional requirements as determined by the instructor.

Each instructor will clearly define the course attendance policy through the syllabus which will be distributed on the first day of class and will consistently apply this to all students enrolled in the course. Students must be present for all regularly scheduled examinations and submit complete assignments when they are due, unless alternative arrangements are made in advance, or documentation of an exceptional circumstance is submitted and accepted.

Please see also First Day of Class Attendance Policy.