

SACI CLASS ATTENDANCE POLICY

Attendance is compulsory. Students must attend all field trips scheduled for classes in which they enroll. Students must explain their absence to the instructor. In the case of illness, medical proof is required. Students who have been absent due to an infectious disease are required to obtain a physician's certificate of recovery before returning to class.

To be given an Excused Absence owing to illness or emergency, students must obtain a signed excused absence form from the Assistant Dean/Registrar and give this to the instructor. For two unexcused absences, instructors may lower the student's grade by 1/3 of a letter. Two late arrivals to class are considered equivalent to one unexcused absence. Students who do not stay for the whole class may be marked absent. Students who miss more than 20% of a course owing to unexcused absences will not receive a passing grade for the course.

Attendance is required for the entire duration of the term, starting the first day of class up until and including final exams. There are no early exams and no excused absences will be issued for students who wish to leave early owing to travel arrangements.

All course work must be completed by the end of term. With the instructor's approval the student can be given an Incomplete. An Incomplete will automatically become an "F" if the work is not completed by March 1 for the Fall term, August 1 for the Spring term, and November 1 for both the Late Spring and Summer terms.

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