

## SACI CLASS ATTENDANCE POLICY

Attendance is compulsory. In the case of illness, students must see a physician at the time they are ill and present the certificate to the Assistant Dean/Registrar; only then an Excused Absence is issued. Students who have been absent due to an infectious disease are required to obtain a physician's certificate of recovery before returning to class.

Students must attend all field trips scheduled for classes in which they enroll. If mandatory field trips are scheduled for periods in which students are required to attend other SACI classes, the Assistant Dean/Registrar will automatically provide excused absences for those classes. Students enrolled in the course are the only ones to receive an excused absence; if students not enrolled in the course are allowed to attend the field trip, they will not be excused from other courses they might miss.

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.

### Leave of Absence for Graduate Students

Graduate students must complete their course requirements within the academic year/s as indicated in their Program of Study:

Program	Terms
Post-Bac	Fall, Spring of the same academic year
MFA	Fall, Spring of two consecutive academic years
MA	Fall, Spring, Late Spring, Summer of the same academic year

In the case of extenuating circumstances to be evaluated and approved by the Interim Academic Dean and appropriate Program Director, students are allowed to request a one-year Leave of Absence, which would begin upon completion of their current term.

Students are required to resume their studies after one year by beginning with the term that immediately follows the term that was completed:

Term completed	Return after LOA	Program
Fall	Spring of the following academic year	Post-Bac, MFA, MA
Spring	Fall of the following calendar year	MFA
	Late Spring of the following academic year	MA

MA in Art History students are not allowed to request a Leave of Absence at the end of the Late Spring term.

If the student is receiving Title IV funds through SACI, the Assistant Dean/Registrar will inform the Financial Aid Coordinator indicating the exact dates of the Leave of Absence. For Department of Education purposes, the attendance status will change to A (Leave of Absence) for a maximum of six months. Once this time has elapsed, the enrollment status will change to W (Withdrawn) and the six-month grace period prior to entering repayment may be considered expired. Students might therefore be required to begin loan repayment, until they re-enroll at SACI.