

ATTENDANCE POLICY & CONTRACT

Attendance in all classes is mandatory. Students are expected to attend 100% of their classes or risk receiving a failing grade. Attendance, including tardies, will be recorded for each class:

- 2 absences (including tardies) = report to GSSP program administration
- 3 absences (including tardies) = written warning
- 4 absences (including tardies) = failing grade

** NOTE: If you are 1-15 minutes late to class you will be marked tardy. If you are more than 15 minutes late to class you will be marked absent. The attendance policy includes any breaks and leaving early. Arriving back to class late from break or leaving class early will result in being marked tardy or absent. Therefore, even a student who comes to class everyday may receive a failing grade if he or she accumulates tardies.*

Excused absences are rare but may be considered for religious observation, serious illness, or other special circumstances. An excused absence simply provides for the opportunity to make up any missed work in a timely manner at the instructor's discretion. It does not excuse you from the work. If the absence is not excused, the instructor has the right to refuse submission of any assignments and will not allow you to make up any missed quizzes or exams, presentations etc.

To request an excused absence, the student should speak with each instructor and provide any available documentation (doctor's note, etc.). In all cases, it is your responsibility to contact the instructor directly.

If you plan to miss any class due to the observance of religious holidays, you must notify the GSSP Student Success Manager prior to the add/drop deadline of the first week of school. A list of all religious holidays that you will observe in one semester, which conflict with your class schedule, must be submitted for review.

CELL PHONES & TECHNOLOGY

When in class, students should be respectful and give instructors and classmates their full attention. Students must switch cell phones or any other electronic devices to silent mode before class begins. Students are not permitted to use technology (cell phones, computers, tablets, etc.) unless instructed by their teachers.

CLASS CORRESPONDENCE

Students are expected to come prepared for class. It is extremely vital all textbooks are purchased and other supplies such as notebooks, pens, folders etc. are purchased and used for all classes. Email must be checked every day for notices/instructions from instructors and GSSP staff.

I, _____ (print name), have read the attendance policy for the Global Student Success Program and agree to the terms outlined.

Student Signature

Date

Student Success Manager Signature

Date