



# Attendance Policy

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**RULES AND REGULATIONS****Attendance**

It has become crystal clear that class attendance is the most important factor in student success (course completion and graduation). In order to be fair to all involved, and to show respect for yourself, your classmates, your instructor, and ultimately your future employer, good attendance is a necessity.

Perfect attendance is expected of each student, just as an employer expects perfect attendance from an employee. Satisfactory attendance is vitally important and is a requirement of all students. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the Instructor or administration when they are to be absent or tardy.

Excessive absenteeism of greater than 15% in any class or as a whole is not acceptable and is grounds for disciplinary action.

- Generally, students will be allowed to miss no more than 15% of class per module. The student will be contacted by phone and the results will be recorded on the Absence/Drop Record Form.
- A student missing more than 15% of the module will be dropped from the module and a written warning will be provided. The student will be informed in writing that the course must be repeated and the student will be subjected to pay additional tuition fees for the repeat module.

Any student missing Ten (10) consecutive days of scheduled classes will be dropped from program, unless the student is on an approved Leave of Absence.

The student will also be charged for each class that must be repeated due to forced withdrawal or due to failure of a class associated with poor attendance (See tuition & fees for details on these charges).

Legal and school holidays, breaks, and class cancellations (i.e. weather conditions, etc.) are not included in calculations for class attendance and therefore are not considered as days of absence.

Note: some majors may have more stringent attendance requirements (please see the description of each major elsewhere in this publication).

**Tardiness**

Failure to report for class when the class begins or leaving before class ends is classified as tardy. Tardiness two times in one grading period will be charged as one hour of absence. A tardy of more than 15 minutes will be charged as one hour of absence. If after initial reprimand the tardiness continues, the student may be suspended or terminated, subject to extenuating circumstances, the student's progress, and the discretion of the Director.

While it is preferable that all students report to the institution for exit interviews upon withdrawal from courses, the student receiving Department of Veterans (DVA) benefits must report to the institution immediately upon withdrawal or dropping from courses.

**Make-Up Work**

Classroom/Lab -Make-up work may be assigned to enable a student to progress in a timely manner. Scheduling of make-up work is left to the discretion of each Instructor. It is the student's responsibility to acquire any and all work missed and be ready for upcoming tests or assignments. Regardless of whether students are allowed "make-up work," students are responsible for all course material taught.

**HOLIDAYS:**

New Year Day	Martin Luther King Day	Presidents Day
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Christmas Day	Veterans Day

**Class Break:**

Every 50 min of Instructional time, the students get 10 min of break. Students who attend a 6 Hours class get a half an hour for lunch per day and students who attend a 3 hours class get a 15 min break per day.

**SCHOOL CLOSING**

Access Careers will notify the students for bad weather school closing or any emergency situation by broadcasting the news via website news update, voice mail on main phone number and via text messaging services.