

## **BACHELOR OF APPLIED MANAGEMENT ATTENDANCE POLICY**

Regular class attendance is considered essential. Cultivation of desirable work habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Development of this important habit while in college makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Students are to accept the responsibility of regular attendance at college as they would on the job. If a student misses class for whatever reason, it is considered an absence and so recorded. There will be no "excused" or "unexcused" absences. The following attendance policy will be in effect:

1. If a student must be out of college for any reason, he/she should call the college and should also inform his/her instructors that he/she will be late or absent. This will enable the student to be prepared upon return to college. The telephone numbers for the college are (314) 434-2212 and (800) 777-1544. Hickey College phones are turned on night mode after 5p.m. When calling after this time, students should dial extensions 130 or 150 to reach the Continuing Education Assistant or Director of Continuing Education directly.
2. Students are expected to arrive to class on time and to stay in class for the full class period. Excessive tardies are not acceptable. Any student who exceeds the acceptable number of tardies will be in violation of the Hickey College Continuing Education Student Conduct Policy. Disciplinary procedures will commence should a student exceed three (3) tardies in any class.

Should a student miss more than 25 percent of any class, that student will be marked as absent.

3. Please keep in mind that students must contact their instructor to schedule missed tests and quizzes. It is up to the instructor for each class to determine how quickly a test or quiz must be made up or if make-ups will be allowed at all. It is the responsibility of the student to follow the make-up policy of each instructor. An exception will be made only when a student must be out of college due to extended illness or hospitalization. The student should contact the college and notify his/her instructors of the situation, and the instructors will work with the student in completing any missed work upon his/her return to college.
4. For those students who have children, it is important that they have an alternate baby-sitter (or day care person) as no children are permitted in classes.
5. Field trips will be treated exactly as a class in accordance with the attendance and tardiness policies. A student is responsible for having directions and being on time to all outside activities.

The attendance policy for the Hickey College Continuing Education Division is tracked in two ways and summarized as follows:

6. Students who exceed three (3) absences in any course that is offered one (1) evening per week will be subject to dismissal from the program.
7. Students who exceed six (6) absences in any course that is offered two (2) evenings a week will be subject to dismissal from the program.
8. In addition, a cumulative attendance rate is kept. Therefore, total hours of absence in the program are tracked in relation to clock hours accumulated to date. A student who reaches a 15 percent absence rate in relation to hours accumulated to date will be subject to dismissal from the program.

Students who are dismissed for violation of attendance policies and who wish to remain enrolled may appeal the decision to the Director of Continuing Education. The appeal must be made within three (3) business days when the student is notified on-site or within five (5) business days when the student is notified off-site.

Note: As our classes move at an accelerated rate, it is imperative that students not miss an extended period of classes. Therefore, any student who accumulates 6 consecutive days of absence without communication with administration is considered to have withdrawn from school.

An attendance award will be given to each student who has not missed any class during the program.