

# HICKEY COLLEGE 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 students must be out of college for any reason, they should call the college and ask for the Education Assistant to inform their instructors that they will be late or absent. West Port campus students should call between 8:00 a.m. and 9:00 a.m. and Vet Tech campus students should call the college between 7:30 a.m. and 8:00 a.m. Culinary students should call at least one half hour prior to their first class. Students may request that an assignment sheet be circulated to their instructors. Students should call the college between 4:00 p.m. and 5:00 p.m. for the West Port and Culinary campuses, and between 3:00 p.m. and 4:00 p.m. for the Vet Tech campus to request their assignments. This will enable the students to be prepared upon return to college. The telephone numbers for the college are (314) 434-2212 and (800) 777-1544.

If a student leaves during the day, it is the responsibility of the student to sign out with the Education Assistant.

If a student arrives late for classes, it is the responsibility of the student to sign in with the Education Assistant.

2. Each three tardies per course hour will convert to an absence. Missing more than 15 minutes of a scheduled class will result in an absence. The student should be aware of the proper procedure for entering a class which is already in session.
3. The number of absences for each class will be recorded by hour on the permanent transcript card.
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.

Attendance is based on the percentage of hours missed in two ways:

6. A cumulative attendance record 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 10 percent absence rate in relation to clock hours accumulated to date will be subject to probation and/or dismissal procedures.

7. Additionally, if a student accumulates absences equaling 15 percent of his or her scheduled classes in a single term, or for a cumulative rate, dismissal procedures will be initiated against the student without question.

Note: As our programs are short-term and move at an accelerated rate, it is imperative that students not miss an extended period of classes. Therefore, any student who accumulates 10 consecutive days of absence must withdraw from his/her current program with no appeal granted.

An attendance award will be given to each student who has not missed more than 10 total hours of class during the program (with no more than two hours of absence in any one class).