



ATTENDANCE POLICY

Upon completion of the program, based on attendance and test scores, a participant can earn one of the following: ***Certificate of Completion*** or ***Letter of Participation***

Certificate of Completion

To earn a certificate of completion, participants can miss no more than 5 sessions (ex. 3 Tuesday or Thursday sessions and one Saturday session) and obtain a 76% or better on the final and mid-term exam. (Each missed Tuesday or Thursday session counts as 1 absence; Saturday sessions are counted as two sessions). All HOMEWORK assignments must be completed and submitted on time. No missing or incomplete assignments will be accepted.

Certificate of Participation

To earn a letter of participation, participants have accumulated more than 5 absences, but have otherwise met the academic requirements of the TOP or have failed to meet the academic requirements but have met all other requirements.

TARDINESS

Classes begin promptly, and tardiness will be penalized in the following manner:

Arriving late for your seat in class, whether by 1 minute or 1 hour, counts as a tardy. Every 3 tardies are equivalent to missing 1 Tuesday or Thursday session. Early dismissal times will be recorded and treated as tardies or half session absences, at the discretion of the instructor.

Because it is impossible to “make up” class discussion or assignments done in class, there will be no difference made between avoidable and unavoidable absences. However, courtesy dictates that you call your Instructor (or CWIT’s office no less than 2 hours before the start of class if you know you are unable to attend. Absences due to a personal tragedy will be dealt with on a case by case basis.

Any excessive absences or behavior which would deem a participant ineligible to receive a certificate will be addressed at midterm evaluations.

First Name

Last Name

Signature

Date