Dear Student,

Effective June 20, 2016, the Attendance Policy for Charter College / Charter Institute has changed. Please review the new Attendance Policy below which can also be found in the Catalog Addendum. The changes to the policy are in bold print.

**Undergraduate Attendance**

The College emphasizes the need for all students to attend classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Since much of each program is conducted in a hands-on environment, attendance is critical to proper skill building.

Attendance is mandatory for all courses. Students are expected to attend every scheduled class, be on time, and attend for the entire scheduled class time. Attendance is taken in each class and is recorded permanently. Students arriving late for a class or leaving early are considered tardy. Tardiness and absenteeism will affect a student’s grades.

Hours of make-up work outside of the student’s scheduled class will not be accepted as hours of class attendance.

The attendance in an online course is based on graded activity in the course.

**Students who fail to attend classes for more than fourteen (14) consecutive calendars days must confirm in writing their intent to return prior to the end of their current module or intent to return prior to the end of week one (1) in their next scheduled module. Failure to provide written confirmation of continued attendance within an additional seven (7) days will result in the student being subject to involuntary withdrawal from the College. Failure to return within the confirmed timeframe will result in the student being involuntarily withdrawn (see Involuntary Withdrawal).**

**Certificate in Vocational Nursing**

Vocational Nursing students are expected to attend all classes, labs, and clinical as assigned. Any student missing more than 10% of a VNP-prefix course will be involuntarily withdrawn from the program and must apply for Re-Entry. It is advised that students do not miss clinical experiences as this is a privilege with the College’s partnering health care facilities and a requirement of the Board of Vocational Nursing and Psychiatric Technicians. Make-up time may not be available and absences may result in involuntary withdrawal. In the event of unavoidable situations, efforts will be made to provide make-up opportunities, including the use of the simulation lab.
If a student misses more than three (3) scheduled skills-lab or clinical days in a fifteen (15) week term, the student will be dismissed from the program. Upon successful re-entry in the Vocational Nursing program, the student must repeat the course.

If a student is tardy by more than five (5) minutes to any clinical or laboratory environment, the student may be sent home from the clinical site or campus laboratory and the student will be marked with one (1) absence. All clinical and laboratory time must be made up. Clinical and laboratory make-up time must be scheduled through Director of Vocational Nursing or designee.

**Associate of Applied Science in Nursing**

Nursing students are expected to attend all classes, labs, and clinical as assigned. Any student missing more than 10% of a NU-prefix course will be involuntarily withdrawn from the program and must apply for Re-Entry. It is advised that students do not miss clinical experiences as this is a privilege with the College’s partnering health care facilities and a requirement of the Board of Nursing. Make-up may not be available. In the event of unavoidable situations, efforts will be made to provide make-up opportunities, including the use of the simulation lab.

If a student misses more than two (2) scheduled clinical days in a ten (10) week term, the student will be dismissed from the program. Upon successful re-entry in the Nursing program, the student must repeat the clinical course.

**Graduate Attendance**

The College emphasizes the need for all students to attend classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market.

Attendance is mandatory for all courses. Attendance is taken in each course and is recorded permanently; the attendance in an online course is based on graded activity in the course.

**Students who fail to attend classes for more than fourteen (14) consecutive calendars days must confirm in writing their intent to return prior to the end of their current module or intent to return prior to the end of week one (1) in their next scheduled module. Failure to provide written confirmation of continued attendance within an additional seven (7) days will result in the student being subject to involuntary withdrawal from the College. Failure to return within the confirmed timeframe will result in the student being involuntarily withdrawn (see Involuntary Withdrawal).**