

MEDICAL CAREER COLLEGE OF NORTHERN CALIFORNIA

ATTEDANCE POLICY

PROCEDURE:

To provide a means for the faculty and staff to track student attendance.

To advise each student about the school's requirement regarding attendance.

To provide attendance parameter's that students must meet for successful completion of the program.

SUPPORTING DOCUMENTATION:

Attendance Tracking (Admissions Packet)

List of Understandings Didactic (Admissions Packet)

List of Understandings Externship (Admissions Packet)

Externship timecards

- Students are expected to attend all classes and to be on time for those classes.
- Students are required to sign-in at the start of class and to sign-out when leaving the school. Failure to log hours accurately may be grounds for dismissal.
- Tardiness is disruptive to student peers and instructors. Students that arrive 10 minutes after the start of their class will not be permitted to enter the classroom and will forfeit their instructional hours for that day.
- Emergencies or unavoidable absences must be reported to the school prior to class start time. Each student is allowed one late entry per module but **MUST** contact a school representative for approval before the scheduled class start time.
- Students are allowed one unexcused absence per module. All other absence requires mandatory documentation in order to be eligible to schedule make-up hours.
- Makeup hours must be approved and scheduled within 2 weeks of the time missed or may face academic probation or be dismissed from the program.
- A student who is placed on probation who does not make up the missed classroom hours and class work within the designated time assigned may result in dismissal from the program.
- It is the student's responsibility to obtain missed lecture material, coursework, labs, and assignments due to their absences in the didactic portion of the program.
- Students must have 90% attendance per module before continuing in the course program.

- Students that do not meet 90% attendance will receive an incomplete grade for that module and may be approved by the Director of the school to repeat that module with additional cost to tuition or be dismissed from the program.
- Student Externs are required to attend a minimum of 2 days a per week on externship. Prospective students are notified of these requirements prior to enrolling and is signed in the list of understanding.
- Students that have completed their didactic portion of the program, who are unable to meet the extern requirement, will be placed on attendance probation with a designated date to become compliant or may be dismissed from the program.
- Student who have missed 2 unexcused shifts or are reported as truant by their externship site supervisor during their externship will be placed on probation. Any further unexcused absences or truancies reported by the externship site will result in the student being pulled from the site and dismissed from the program.
- Students dismissed from the program may be allowed to re-enroll into the module for which they received an incomplete within 6 months after dismissal.
- To be considered for re-enrollment, a student must submit a letter of intent to the Director of the school prior to scheduling a meeting to discuss the opportunity and eligibility to become re-enrolled.
- Students that are allowed to re-enroll are automatically placed on probation and must pay new registration fee. The student may also accrue an additional cost of tuition depending on the timeframe in which they re-enroll.
- Students who are allowed to re-enroll, must take the enrollment date that they are offered. Any decline in modules offered the re-enrollment agreement will be null and void.

Revised: 5-20-2019