

ATTENDANCE POLICY OVERVIEW

The Art Institutes maintain an institutional attendance policy to support the academic achievement of its students.

A student missing three cumulative weeks in an 11 week term will be withdrawn from the course

- Three cumulative weeks is three classes for those that meet once a week
- Three cumulative weeks is six classes for those that meet twice a week
- Will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term
- Will receive a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course (after week 4 of a 5.5 week Mid quarter ground term**)

A student missing their scheduled classes for fourteen (14) consecutive calendar days

- Before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid quarter ground term), will be withdrawn from the Institute and will receive W's (withdrawals, with no grade penalty)
- Or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid quarter ground term) students will be withdrawn from the Institute and will receive WF's (Failures due to late withdrawal)

A student is allowed one attendance appeal per class

Appeals must be done in writing and must include documentation of mitigating circumstances

- Approved mitigating circumstances can be found in the school's academic catalog

For full Attendance Policy, please see Academic Catalog.