



## MASSAGE THERAPY ATTENDANCE AND MAKE-UP POLICY

Effective Date: June 29, 2015

Updated: June 24, 2015; May 15, 2017

Dorsey Schools is dedicated to preparing individuals for promising career opportunities, and as stated in our mission statement, reinforcing "the individual development of self-esteem, self-reliance, discipline, and confidence in all graduates." Because of the fast-paced environment and hands-on design of our courses, Dorsey Schools has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance. Therefore, Dorsey Schools adheres to the following attendance policy:

In order to successfully pass a course in the Massage Therapy program, a student must complete the required course work with a 70% average or better and attend at least 90% of scheduled course hours. Absences in excess of 10% of scheduled hours are to be completed as outlined below.

### **Excused Absence Policy**

Absences are excused for up to 10% of scheduled course hours. A student's excused absences may not exceed 10% of scheduled course hours; absences greater than 10% of scheduled course hours are considered unexcused.

- It is expected that a student who is absent will make up hours at the next available make-up session. The dates and times for make-up sessions will be posted at the campus.
- Students can only make up hours previously missed and total attended hours cannot exceed total scheduled course hours.
- A grade of "F" will be posted if the student does not complete the required course hours.
- Students attending make-up hours must meet dress code and other Dorsey policies.

### **Perfect attendance will be rewarded.**

Each student earning perfect attendance (defined as **zero time missed**) will be recognized with the presentation of a *Certificate of Perfect Attendance* which can be beneficial to a graduate's job search when used in the graduate's portfolio.

### **100% attendance expected.**

It is expected that students will attend 100% of scheduled class time. Dorsey School's course outlines are dense; considerable information is covered in each course. It is expected that each instructor will prepare daily lesson plans that will require daily student attendance. Course work will be challenging to the degree that students with minimal attendance will struggle to pass the course<sup>1</sup>.

### **Students with a pattern of absenteeism will have difficulty completing course requirements.**

Dorsey School's classroom instruction is necessary to complete course requirements, particularly in courses which require the observation and verification of skills in order to earn a passing grade. In order to receive the instruction necessary to successfully complete each course, attendance is vital.

### **Make-up Work.**

It is the student's responsibility to identify material covered, assignments, and tests/quizzes missed during an absence and to take the necessary steps, as determined by the instructor and based on the policies below, to make up the work.

- A. All missed work, including tests, and competencies must be made up outside of class time at the next available make-up session.
- B. All assignments (projects, assignments, reports, etc.) are due on the assigned due date. Late assignments will be as follows:
  - i. Students will be given up to three school days<sup>2</sup> as determined by the instructor to turn in assignments or by the last day of class, whichever occurs first.

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<sup>1</sup> Students absent from all classes for 14 consecutive calendar days including weekends and excluding breaks between mods or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks less than 5 consecutive days must be counted in consecutive days absent.

<sup>2</sup> The maximum day deadline applies even if the student is absent during this time frame<sup>3</sup>.

- ii. 10 percentage points, will be deducted by the instructor from the student's grade on assignment submitted late. Credit will not be earned for assignments turned in more than 3 school days past the due date<sup>3</sup>.
- C. All tests and quizzes are to be taken on the scheduled date. Make-up for tests and quizzes will be handled as followed:
  - i. Make-up tests will not be administered during class time.
  - ii. Students are limited to one make-up test and one make-up quiz per course. A student will receive a zero on any test or quiz missed after reaching this limit.
  - iii. It is the responsibility of the student to notify the instructor of the need to schedule a make-up test or quiz. The instructor will assign the student to test on one of the make-up dates posted on campus.
  - iv. A student will be assigned one opportunity to make up a test or quiz. A student not showing to sit for the one assigned opportunity to make-up a test or quiz will receive a zero.
  - v. A test or quiz taken on the first assigned make-up day will result in a reduction of 10 percentage points from the earned grade.
  - vi. Final exams must be taken on the scheduled date and time<sup>iii</sup>. A missed final exam will receive a zero.

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<sup>3</sup> Pending mitigating circumstances approved by the Instructor and Managing Director/Academic Dean.