



Your Career Connection Since 1934

ELECTRICAL TECHNICIAN ATTENDANCE AND MAKE-UP HOURS POLICY

Effective Date: December 7, 2022

Dorsey College 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 College 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 College adheres to the following attendance policy:

In order to pass a course in the Electrical Technician program, a student must attend at least 80% (miss 12 hours or less) of scheduled course hours. Absences in excess of 20% of scheduled hours may be made up as follows.

Excused Absence Policy

Absences are excused for up to 20% of scheduled course hours. A student’s excused absences may not exceed 20% of scheduled course hours; absences greater than 20% of scheduled course hours are considered unexcused.

- It is expected that a student who is absent will make up hours at the available make-up session(s). The dates and times for make-up sessions will be posted at the campus.
- Students can make up hours previously missed or make up hours in advance (total course hours attended cannot exceed scheduled 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.

Students with no absences marked will also be recognized with a ***Certificate of Perfect Attendance***, which can be beneficial to a graduate’s job search when used in the graduate’s portfolio. Students who miss no more than 10% of class days will be recognized with an ***Excellent Attendance Award***.

Consecutive Days Absent

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. In extremely rare cases, this may be mitigated if approved by the Vice President of Operations and Vice President of Education & Career Services.

*Due to the elongated break between the Fall B and Winter A terms, students absent from all classes for 12 consecutive calendar days including weekends and excluding breaks, will be dismissed from school.

100% attendance expected

It is expected that students will attend 100% of scheduled class time. Dorsey College’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.

Perfect Attendance Will Be Rewarded

Students with no absences marked will also be recognized with a ***Certificate of Perfect Attendance***, which can be beneficial to a graduate’s job search when used in the graduate’s portfolio. Students who miss no more than 10% of class days will be recognized with an ***Excellent Attendance Award***. (Examples: Mon-Thu classes have 24 scheduled days, 10% would be 2 days; M/W or T/Th classes have 12 days so no more than 1 day could be missed)

Daily Work

Each class will include Daily Work, which counts as 10% of the final course grade. Students must be present when the assignment is given in order to receive credit. Two tasks will be assigned each day, one at the beginning and one at the end of the class. Instructors have freedom as to what is assigned for these tasks. Daily Work must be made up of 8 weekly points, divided equally by the number of days the class meets each week. Students must be marked Present (in class at least 60% of that day) to earn all Daily Work points for that day.

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

Dorsey College’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.

Taking Attendance

Hourly attendance will be taken by each instructor. Hour blocks start with the class start time and progress each hour for that day. A student must be present at least 31 minutes in each hour block to be marked present for that hour. Otherwise, the student will be marked absent for that hour.

Make-up Hours

Students are permitted no more than 10 make-up hours per class per module. At the beginning of each module, the campus will post limited make-up hour sessions. Students attending the make-up hour sessions will be required to work on assignments given by their instructor.