MASSAGE THERAPY (clock hour program only)
ATTENDANCE 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 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 successfully pass a course in the Massage Therapy (clock hour) 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.

Make-Up Hours
- For an on-ground course, up to 25% of scheduled course hours **over the 10% excused hours** can be made up (15 hours for a 60-hour course, 22.5 hours for a 90-hour course). If a student were to miss more hours than allowed to be made up, it would result in that student failing that course.
- 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.
- Hours made up must be observed by an instructor, with students completing course-related activities.
- Students can only make up hours specifically for each course and all make-up hours must be completed by the end of each module.
- 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 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.

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 to earn a passing grade. Attendance is vital to receive the instruction necessary to successfully complete each course.

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.

NOTE: This policy may be altered for special circumstances if approved by appropriate Campus Support Center management.