

## **COSMETOLOGY ATTENDANCE AND MAKE-UP POLICY**

Effective Date: December 7, 2022

### **DORSEY COSMETOLOGY CAREER PROGRAMS ATTENDANCE POLICY**

Dorsey is dedicated to preparing individuals for promising career opportunities, and as stated in our mission statement, reinforcing the “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.

On the day a course has been successfully completed, students may only post attendance up to the remaining hours required for course completion. For example, up to the 450th hour of attendance for COS101 or COS102 and up to the 300th hour of attendance for COS103 or COS104. On the day of course completion, hours attended beyond the course requirement are not valid and will be removed from the student’s record. It is the responsibility of the student to proactively plan the hours of attendance required on the day of course completion.

Dorsey student attendance is evaluated at the end of every module, but always on a cumulative basis. Cumulative attendance is rounded to the nearest whole number. Students attending 70% or better of scheduled hours are on track. Students attending between 65% - 69% of scheduled time will be placed on Attendance Warning. Students attending below 65% will be immediately terminated and may be permitted to return only after at least one module away from school and after completing a detailed readmittance process.

- Class sizes are limited by state law and Dorsey insists on prompt and regular attendance at both theory and practical classes during all scheduled hours. Students must sign in upon arrival and sign out when leaving for the day; sign in/out sheets will be confirmed by the instructor. Each student must sign in/out for themselves. No student may allow another person to sign in or out on behalf of that student. No credit shall be given to students leaving the campus during assigned hours once that student has signed in.
- Attendance percentages are rounded to the nearest whole number. Attendance must be reviewed by the 7<sup>th</sup> calendar day of every new module.
- For any module that a student falls below 70% for that module, but is above 70% cumulatively, the student will be put on Attendance Alert. This will be done in writing using the appropriate form, including the student’s and campus representative’s signature. NOTE: the 70% benchmark may be adjusted by Campus Support Center Education personnel on a modular basis for extenuating circumstances.
- If a student’s cumulative attendance is measured at a module’s end between 65 - 69%, that student will be put on Attendance Warning until their cumulative attendance improves to 70% or better at the end of a module. This will be done in writing using the appropriate form, including the student’s and campus representative’s signature.
- New Cosmetology students may not miss more than 12 scheduled hours unless otherwise indicated by Campus Support Center each module (with make-up time permitted and included) of COS101 during the first two weeks of the term or their enrollment will be cancelled.
- Students may request to attend make-up hours sessions as scheduled by the campus. Any student wishing to “bank” hours by attending more hours in advance than scheduled, must realize this may have a negative impact on his/her financial aid eligibility. A discussion with a financial aid representative should take place prior to attending more total hours than are scheduled.
- *Consecutive days absent* – any student who is absent for 14 consecutive calendar days, excluding observed holidays and breaks, will be officially dismissed from school. In extremely rare cases, this may be mitigated if approved by the Vice President of Operations and Vice President of Education & Career Services.
- Michigan State Board of Cosmetology regulations limit a student’s attendance to no more than 7 hours per day, and no more than 40 hours per week.

### **Procedure**

- Attendance is reviewed modularly by the 7<sup>th</sup> calendar day of each module for the previous module
- All Alerts and Warnings are printed, with students receiving a copy and the signed versions uploaded into CampusVue