

ATTENDANCE POLICY

For Medical Assistant, Medical Lab Assistant, Medical Administration and Billing, Dental Assistant, Massage Therapy (credit hour), Pharmacy Technician, Patient Care Technician, Dialysis Patient Care Technician, Sterile Processing Technician, HVAC Technician, Baking and Pastry Arts, and Culinary Arts programs
Effective Date: December 7, 2022

Dorsey 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 adheres to the following attendance policy:

Perfect Attendance Will Be Rewarded

Students are expected to attend 100% of all classes. Students with no absences marked will 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)

Present/Absent Defined

In order to be marked Present in an on-ground course, a student must attend at least 50% of that day’s class. If this does not occur, the student will be marked Absent for that day. For example, in a 2 ½ hour class, the student must be in attendance at least 1 ¼ hours; for a 5-hour class, the student must be in attendance at least 2 ½ hours. For online courses, students must submit a response to an attendance “check-in” question during the day(s) the course is scheduled beginning at 12:00 am and ending at 11:59 pm.

Note: Completing attendance requirements does not indicate the student has successfully completed any or all of the required class work for that particular time. This only would indicate that the student has adequately participated to be counted as in attendance for that day. Coursework is graded based on the merit of each assignment compared to course requirements and guidelines.

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.

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 as defined above to earn all Daily Work points for that day.

Lab Course Competencies

Lab courses include a list of skills that must be performed with proficiency to pass the course. **Students should not expect to make up missed competencies during class time.** In the event a student needs additional time to make up skill competencies due to absence the following guidelines apply:

- a. The student must communicate this need to the instructor outside of class time upon the first day of return from the absence.
- b. The student must arrange to attend a proficiency make-up session scheduled at the campus. **Note: A limited number of make-up sessions will be scheduled each module. It is advised that students check the posted schedule to find out when and where make-up sessions will be held.**
- c. The school is not responsible for a student’s inability to meet the proficiency requirements, and subsequent course failure, due to absence.