

# Class Attendance - CAPS

Many CAPS courses are pre-loaded. It is likely that you will have pre-assignments to complete before the first session of your course. Make sure to determine what you need to do by looking through the classes on your *My Courses* list in Moodle. Be sure to read each syllabus!

Students are accountable for all required work in each of their courses. They must assume full responsibility for class and clinical attendance and for coursework missed because of absence in a way satisfactory to the instructor. Since class sessions function not only for individual learning but also for group interaction, absence can become a serious problem for both the individual and the group.

Due to the concentrated, accelerated nature of the programs and emphasis on participatory learning, all students are expected to attend every class session and clinical as scheduled.

Students must contact the instructor in the event of absence due to illness or other emergency. Students are responsible for the content and activities of the class session, even if they were not in attendance. Under extreme circumstances, up to 20% of class time may be excused when arranged with the instructor. Make-up work may be assigned by the instructor in the event of an absence. Individual instructors will determine to what degree absence and tardiness affect the class grade. If more than 20% of class time is missed, the student and the instructor must meet to discuss whether continuing the course is viable. In most circumstances, the course must be retaken if more than 20% of class time is missed. At the discretion of the institution, lack of participation during the first two weeks of a course may result in the course registration being dropped; this may affect financial aid award. Multiple instances of course registrations being dropped for non-participation may result in all registration being dropped for the student and an unofficial withdrawal being recorded.