Attendance Policy

Purpose

Attendance and active participation are critical components of CIP Global Ventures' Physical Security Technology Program. This policy is designed to ensure that students maintain the required attendance and engagement necessary for successful completion of the program while allowing flexibility for legitimate absences.

Attendance Requirements

1. **Minimum Attendance Requirement**
   Students must attend at least **80% of all scheduled sessions** in person to be eligible for successful completion of the program.
   - Each session is held **Monday through Friday, from 1:00 PM to 5:00 PM**, over an **8-week period**.
   - Students are allowed up to **8 absences** (equivalent to 20% of the total sessions).
2. **Punctuality**
   - Students are expected to arrive **on time** for each session.
   - Being more than **5 minutes late** will be considered a partial absence.
   - Three partial absences will count as one full absence.

Excused Absences
An absence may be considered excused if the student:
- **Calls in sick**: Must notify the program coordinator before the session begins.
- **Has a medical or personal emergency**: Must provide appropriate documentation if requested.

Note: Excused absences still count toward the 20% maximum absence limit but may allow the student to make up missed work.

Make-Up Work Requirements
Students who miss sessions, whether excused or unexcused, are required to complete make-up work to demonstrate their understanding of the material covered during the missed class.

1. **Procedure for Making Up Missed Work**
   - Students must contact their instructor within **24 hours** of returning to class to receive a list of assignments and tasks they need to complete.
   - Make-up work must be submitted within **2 business days** after the missed session unless otherwise specified by the instructor.
   - Make-up work may include:
     - Written assignments or reports.

- Online modules or quizzes.
- A scheduled one-on-one session with the instructor to review missed material.

2. **Failure to Complete Make-Up Work**
   - Students who fail to complete assigned make-up work within the required timeframe may be ineligible for successful completion of the program, even if they meet the minimum attendance requirement.

Extended Absences

If a student anticipates being absent for more than **3 consecutive sessions** due to extenuating circumstances, they must notify the program coordinator as soon as possible. Approval for extended absences will be handled on a case-by-case basis, and additional make-up work or special arrangements may be required.

Attendance Monitoring

- Attendance will be taken at the start of each session.
- Students will sign in and out to verify their presence.
- Attendance records will be reviewed weekly, and students who are at risk of falling below the 80% attendance threshold will receive a written warning and counseling from the program coordinator.

Acknowledgment of Policy

All students are required to review and sign an acknowledgment form stating that they understand and agree to comply with the attendance policy.

This policy ensures that students are fully engaged in the learning process, while providing clear expectations and procedures for managing absences. Maintaining consistent attendance will help students gain the maximum benefit from CIP Global Ventures' Physical Security Technology Program and prepare them for future professional success.

_____
Student Signature

_____
Student Name

_____
Date