



Attendance, Lateness Policy:

Effective January 1, 2011, the attendance policy is as follows:

Because of the accelerated nature of the cohort programs, students are required to attend all class meetings. Nevertheless, there will be circumstances from time to time that prevent a student from attending class. Each instructor will explain his or her policy on late assignments, makeup quizzes/tests, and so forth, at the beginning of the course. The instructor will decide the impact of one absence on the student's grade. At the discretion of the instructor, the student may receive a lower grade because of an absence or absences. The instructor will make every effort to accommodate emergencies that may occasionally prevent a student from attending class.

***Moser College Policy.**

Students attending 5, 6 or 7 weeks courses may not miss more than one class session.

Students who miss two class sessions or more will be assigned a grade of F. Students will be required to take the course at a later date. They will not receive a refund and must take the course at the tuition rate in effect at the time of the latter course enrollment.

Students attending an 8 week course may not miss more than two class sessions.

Students who miss three class sessions or more will be assigned a grade of F. Students will be required to take the course at a later date. They will not receive a refund and must take the course at the tuition rate in effect at the time of the latter course enrollment.

****Exceptions cannot be made by the instructor as this is a Moser College Policy***

To reiterate, if a student misses more than the maximum classes allowed:

- A grade of "F" will automatically be assigned.
- No incomplete grades will be awarded in this instance.
- Students will be required to retake the course at a later date with another cohort or in the traditional or accelerated bachelor level programs.
- The student will not receive a refund and must retake the course at the tuition rate in effect at the time of the latter course enrollment.

Start time - Because of the limited time available to conduct in-class activities, prompt student arrival at each class night of a course is mandatory. If consistent tardiness is observed, faculty members may take action they deem appropriate.

Breaks – Students are allowed to take (1) 15-minute break time per 4-hour class meeting. Instructors will determine when breaks will be taken.

Tardiness - Because of the limited time available to conduct in-class activities, punctuality is essential. If consistent tardiness is observed, faculty members may take action they deem appropriate.

Leaving Class Early – Students will typically inform faculty, at least twenty-four hours before class, if they need to leave early due to extenuating circumstances. Failure to contact and/or inform the instructor, regarding the emergency, may result in an absence for that class session.

Withdrawal Policy:

A student may withdraw from a course and receive a “W” grade before completion of 80% of the course. To officially withdraw from a course, students must submit a schedule change form to their academic advisor. Not attending class does not constitute a legitimate withdrawal. The student should notify the instructor of the course, but members of Benedictine faculty cannot officially withdraw a student.

A full refund of tuition is given only for a withdrawal that is requested before the first class meeting. For students who withdraw after the first class session, tuition is refunded less a \$100 administrative fee. Please note that no tuition is refunded for withdrawals after the second class session. Students should consult with the Financial Aid office prior to making a schedule change, as withdrawing from a course may adversely affect a students’ financial aid. Students may qualify to complete a Financial Aid Leave of Absence form prior to withdrawing from a course.

For reasons of a compelling personal nature, a student may request a course withdrawal after the completion of 80% of the course. A written statement from the student, including supporting documentation, must be submitted to the Register to justify this late course withdrawal. Please see the *Program Overview* for more details.