1. OBJECTIVES

1.1 Monitor and keep track of students' attendance in all of the courses

1.2 Minimize unexcused student absences in the program

1.3 Provide a means of make up for students with excused absences

2. POLICY STATEMENTS

2.1 Attendance is counted from the first day of classes.

2.2 The allowable number of excused absences is limited to two class days per course.

2.3 A student who exceeds the allowable number of absences may present his/her case to the Program Director for Film and the Student Development Office before re-admission to the class. Only a signed Excuse Slip will be honored in class.

2.4 A student who comes in 15 minutes after the scheduled start of the class is considered tardy.

2.5 Three (3) consecutive counts of tardiness is equivalent to one (1) absence.

2.6 A student who leaves the classroom without permission from the mentor for the remainder of the class period or stay out for more than 15 minutes is marked "absent".

2.7 A student who incurs absences in excess of the allowable reason without a valid reason shall receive a grade of "FA" (Failure due to absences) for the subject.

Excused Absences

The following reasons are considered as excused absences:

a. Extended personal physical or emotional illness as certified by a medical practitioner.

b. Extended hospital stay as certified by the attending physician.

c. Extended recuperation from an accident as certified by an attending physician.

    d. Extended contagious disease within a family as certified by a physician.

    e. Prior school-approved travel for education.

    f. Death in the family (not to exceed one week).

    g. Natural catastrophe and/or disaster

3. PROCESS

3.1   Upon date of return from absence, student with valid reasons must file an excuse slip from the Student Development Coordinator

3.2   Student Development Coordinator processes request and seeks approval.

3.3   Student Development Coordinator notifies student and gives the excused slip

3.4   Student must present the signed excuse slip to mentors.

4. FORMS

FORMS	APPROVAL	ACTIVITY	DISTRIBUTION OF FORMS
Excuse Slip	Program Director	- Program Director checks on the students case and verifies from parties concerned.	- Student Development Coordinator and Student.
Excuse Letter	Student Development Coordinator	- Student presents his or her case to the Student Development Coordinator with the excuse letter.	- Student Development Coordinator