ATTENDANCE POLICY (prior to 4/9/12 start dates)

Attendance is an extremely important part of the programs and mandatory at the Auguste Escoffier School of Culinary Arts. Students are expected to attend all classes and to be on time. Class cuts are not permitted and will be recorded as absences. The minimum attendance rate of 85% is required to be eligible for the diploma and to maintain eligibility for financial aid. AESCA courses run for 5, 7, 8, 10 or 15 days. If a student misses too many days during one course, they will need to repeat that course at a later date. Here are the requirements:

- 5 day course – the student cannot miss more than .75 day
- 7 & 8 day course – the student cannot miss more than 1 day
- 10 day course – the student cannot miss more than 1.5 days
- 15 day course – the student cannot miss more than 2.25 days

If a student is unable to attend class, they are required to call the school office to inform either the chef instructor or staff member of their pending absence. Three successive absences, without prior notice (the student calling in), can constitute a student’s suspension from the class. At that time faculty members have the option to refuse admittance to their classes unless a re-admit slip has been obtained from the Campus Director.

Students requiring an early dismissal from school must notify their instructor and secure a signed “Early Leave Slip” from the Campus Director’s office. Students arriving more than 10 minutes late for a class must sit out and wait until the first hour break before being admitted into class.

Remember, when employers ask about your school records, one of the most important components looked at is your attendance record.

ABSENTEEISM

Students whose attendance falls below 90% are considered to be excessively absent and will be put on attendance probation. This is to alert them to the seriousness of their attendance habits. They will remain on probation until their attendance improves to over 90%.

If a student is absent more than 15% of the time (at any point of any block) within a block’s total hours, they may face the possibility of dismissal.

Students who are repeatedly (more than 3 times in any 2-week period) late for class or leave early may be refused admittance to class by their instructor. They would then need to meet with the Campus Director and their instructor to be placed on probation prior to being readmitted to class. Continued violation may result in dismissal from the school.
Students who are dismissed for attendance or unsatisfactory progress may reapply for admission for the next block start day. Attendance will be monitored daily and at the end of each block to ensure student compliance. A block spans a different amount of time (weeks) based on the material covered in that section of the program.

ATTENDANCE POLICY

AESCA will terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

- A student will be terminated if they miss more than 10 consecutive days of class.
- Any student who misses more than 20% of the total academic program course time either culinary or pastry.
- Any number of days if the student fails to return as scheduled from an approved LOA (Leave of Absence).

Attendance Requirements for Federal Aid Participants

Students who participate in federal financial aid programs who are dismissed from school for attendance violations will lose their eligibility for financial aid and may be required to reapply for admission in order to be reinstated.

Tardiness

The Auguste Escoffier School of Culinary Arts expects students to be on time for all classes, activities, appointments and events. Tardiness or absence will be recorded in increments of 30 minutes. Tardiness is defined as reporting for a class late or leaving early. If a student is late for class, the instructor has the option of requiring that student to be on sanitation duty for that day’s lab work (this means that student will be the pot washer for the day).

ATTENDANCE REQUIREMENTS (4/9/12 and subsequent starts)

Attendance is an extremely important part of the programs and mandatory at the Auguste Escoffier School of Culinary Arts. Students are expected to attend all classes and to be on time. Class cuts are not permitted and will be recorded as absences. The minimum attendance rate of 80% is required to be eligible for the diploma and to maintain eligibility for financial aid. If a student is unable to attend class, the student is required to call his or her instructor to inform the instructor of his or her pending absence. Students whose attendance falls below 80% during a term will be placed on attendance probation. They
will remain on probation for the subsequent term. If the student’s attendance does not improve to at least 80% by the end of the student’s probationary term, the student may be dismissed from the institution.

Students who are dismissed for attendance may reapply for admission for the next term. Attendance will be monitored daily and at the end of each term to ensure student compliance. A term spans a different amount of time (weeks) based on the material covered in that section of the program.

**ATTENDANCE POLICY**
Auguste Escoffier School of Culinary Arts will terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

- A student will be terminated if they miss more than 10 consecutive days of class.
- Any student who misses more than 20% of the total course time hours in their respective program, either culinary or pastry.
- Any number of days if the student fails to return as scheduled from an approved LOA (Leave of Absence).

_Tardiness_
The Auguste Escoffier School of Culinary Arts expects students to be on time for all classes, activities, appointments and events. Attendance is recorded in increments of minutes (present or absent). Tardiness is defined as reporting for a class late or leaving early.

**How to Calculate Percentage of Missed Attendance**

Attendance percentages are calculated using the Percentage of Classes Missed report from the student management system (CVUE). [REPORTS – ACADEMIC RECORDS-PERCENTAGE OF CLASSES MISSED]. Choose the appropriate term and run the report. “Sch Hrs Missed %” is the field that shows the percentage of scheduled class hours missed.