

ATTENDANCE REQUIREMENTS

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 for each term, as well as for the program, to be eligible to earn a diploma or degree. Eligibility for financial aid, federal and institutional, is also dependent on the student's attendance rate. Students with excessive absences are strongly recommended to meet with the Student Finance Department for review of continued financial aid eligibility.

If a student is unable to attend class, the student is required to call his/her instructor to inform the instructor of his/her pending absence.

Students whose attendance falls below 80% during a term will be placed on Attendance Probation for the subsequent term.

During the probationary term, the student is expected to improve his/her attendance to at least 80%. Failure to do so will result in Attendance Dismissal at such point during the probationary term at which it becomes clear that even with the maximum allowed make-up of 5%, 80% attendance cannot be achieved.

Students who are dismissed for attendance may reapply for admission for the next term. If the student re-enters, s/he will return to the Attendance Probation status.

Attendance is monitored daily as well as evaluated at the end of each term.

ATTENDANCE POLICY

Per Texas Administrative Code, Title 40, Section 807.241-243, 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 ten (10) consecutive days of class.
- Any student who misses more than 20% of the total term hours in their respective program, either culinary or pastry.
- Any student who misses more than 20% of their total program hours in any program.
- 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.