

## Attendance Policy

Attendance is an extremely important part of the programs and mandatory at Auguste Escoffier School of Culinary Arts. The curriculum structure for each program builds on the learning and hands-on experiences of the prior sessions. We expect that students will arrange their personal and work schedules to give proper priority to coursework. Students are expected participate in all course academic instructional activities to signify their attendance in class. For distance education courses, participation in academic instructional activities includes assignments, discussion boards, evaluations/assessments, and live sessions.

Students that fall below 80% program attendance may be placed on attendance probation until attendance percentages reach or exceed 80%. If at any point it is not possible to complete 80% of the scheduled hours, the student will be dismissed from the program. The 80% attendance rate is exclusive of the externship course as students enrolled in an externship course must complete all course hours to fulfill course and graduation requirements.

Students who do not achieve satisfactory attendance in any course may earn a failing grade on their transcripts and may be required to repeat the course. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled holidays or breaks, and/or students who officially withdraw from all current courses will be administratively withdrawn from the school.

Students who are dismissed for attendance may reapply for admission for the beginning of the next block. Attendance will be monitored daily and at the end of each block to ensure students are meeting attendance requirements.

### ***Tardiness (Residential Courses)***

Auguste Escoffier School of Culinary Arts expects students to be on time and in appropriate uniform for all residential classes. Attendance is recorded in increments of minutes (present or absent). Tardiness is defined as reporting for a class late or leaving early and will be reflected on the student attendance record. Students will lose daily participation points for tardiness as defined by the individual course grading rubric. Loss of points as a result of chronic tardiness will affect a student's earned grade in any course.