



## 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. Leaving class early is not permitted and will be recorded as time absent. The minimum attendance rate of 80% is required to graduate from any program. 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 Office for

review of continued financial aid eligibility.

If a student is unable to attend class, the student is required to contact their instructor to inform the instructor of their pending absence.

Attendance will be monitored daily and at the end of each block to ensure student compliance. A student whose attendance falls below 80% during a block will be placed on Attendance Probation during the subsequent block (the probationary block). If the student's attendance does not improve to at least 80% by the end of the student's probationary block, the student will be dismissed from the institution.

Students who are dismissed for attendance must sit out for a minimum of one evaluation period and then may reapply for admission for the next block. An exception will be made for those students dismissed for attendance who are enrolled in an externship course; they may apply for re-admission to the next available block without sitting out for one evaluation period. Students dismissed for violation of the Attendance Policy who are readmitted will return with a status of Attendance Probation and their first block will be a probationary block.

## 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 who misses more than ten (10) consecutive days of class.
- Any student who misses more than 20% of the total block hours in any program while on Attendance Probation.
- 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.