

Attendance and Participation Policy

Regular attendance and active participation are essential to student success and program completion. As part of our commitment to maintaining a supportive and effective learning environment, the following policy applies to all learners enrolled in this program:

1. Classroom Attendance

All learners are required to attend in-person classes a minimum of two (2) times per month. This ensures ongoing engagement with instructional staff, access to resources, and participation in collaborative learning activities.

2. Demonstrating Progress

Learners must show consistent progress in their coursework. Failure to demonstrate adequate academic engagement or advancement may result in academic review and potential withdrawal from the program.

3. Absence Due to Medical or Other Valid Reasons

If a learner is unable to attend in-person sessions due to a medical condition or other valid reason, they must inform program staff in advance or as soon as reasonably possible. Proper documentation may be required.

Failure to comply with these attendance and progress expectations may result in a formal warning and could lead to withdrawal from the program.

Student Name: _____

Date: _____

Signature: _____