

SKAP101: SUNY Korea-FIT ATTENDANCE POLICY

Issued by:

Academic Team

Established:

July 05, 2017

I. FASHION DESIGN

1. Attendance

A. 2 - 5 hour class

- i. 2 absences allowed
- ii. 3 absences = 1 full grade reduction
- iii. 4 absences= failure of class

B. 6 - 8 hour class

- i. 3 absences allowed
- ii. 4 absences = 1 full grade reduction
- iii. 5 absences= failure of class

C. Students are responsible for obtaining all information on lessons missed and assignments through their fellow students. Regardless of absences, assignments are to be handed in when due unless a doctor's note is produced and accepted by instructor*. Eighty percent of projects must be completed to get a passing grade. Instructor will issue midterm Warnings to students with excessive absences and/ or doing poor or failing work.

D. A Doctor's note is not an automatic excused absence. Requirements for course must still be met.

E. Students unable to attend classes due to religious beliefs are to advise instructor prior to absence(s) allowing for the opportunity to make up work and/ or exams missed.

1. Lateness

A. Two lateness's, early departure or extended breaks = 1 Absence

B. Excessive lateness = arrival 10 minutes after the start of class will be noted by the instructor.

II. FASHION BUSINESS MANAGEMENT

1. Attendance Policy

- A. All SUNY Korea students are required to attend every class.
- B. Unexcused absences will significantly affect the student's final course grade.
- C. Students who are absent without a valid excuse (see below) from more than 20% of scheduled class meetings will receive a grade of "F" for the course as follows:
 - i. For 150-minute classes meeting once a week, the 4th unexcused absence
 - ii. For 75-minute classes meeting twice a week, the 7th unexcused absence
 - iii. For 50-minute classes meeting three times a week, the 10th unexcused absence
 - iv. For Intensive English Center (IEC) Courses, students who miss more than 40 hours during a semester will receive a grade of "F" for the course.
- D. Students should report the reason for absences to the instructor in advance, or immediately after the absence.
- E. Absences may be classified as "excused" at the instructor's discretion.
- F. For an absence to be "excused," the student must provide the instructor with acceptable documentation for the reason for the absence.
- G. The course instructor may excuse the absence if the submitted documentation fulfills the conditions below:
 - i. Extreme emergencies (e.g., death in the family)
 - ii. Major medical reasons with doctor's note (not minor ailments)
 - iii. Very important events (e.g., national conferences, official school events)
- H. At the end of semester, the course instructor will submit the class attendance record to the Academic Affairs Office.

Direct Questions To:

Academic Team
Academic Building A201
Phone: +82-32-626-1122
academicaffairs@sunykorea.ac.kr

Revised:

July 05, 2017

November 23, 2017: Title changed

December 15, 2017: Format changed