

Attendance and Workshop Policy

The Structured Learning Assistance (SLA) workshops are designed to assist all students in successfully completing their course work. The workshops will offer students the study strategies, background information and practice time vital to academic success. Workshops are an important part of the academic course and, to be beneficial, must be attended with regularity. To that end, the following policies will be in effect for all SLA workshops.

General Attendance and Workshop Policies:

1. All students are required to attend all SLA workshops until the professor establishes the baseline grade with the first test, quiz or other assessment tool.
2. The professor will establish the grade (or percentage) at which attendance becomes mandatory or voluntary. Students scoring above the indicated grade (or percentage) are encouraged to attend, but will not be held accountable for absences. Your professor has determined that the cut-off grade will be _____.
3. Students need to know if the professor is using a cumulative (running total) grade for every activity or just exam scores in determining who is required to attend SLA or not. This course will use a _____.
4. Students are required to attend workshops at any time during the semester in which their grade (or percentage) falls below the established cut-off and until their grade (or percentage) improves up to the minimum score. It is the student's responsibility to learn if he or she is required to continue attending after an assessment. Students should ask the professor if they are uncertain. Do **not** make any assumptions about your attendance status.
5. **No more than four (4) unexcused absences from the required workshop sessions will be permitted during the semester.** In the few instances where SLA meets once per week for a 3-hour workshop, only two (2) unexcused absences are allowed. Students who exceed their number of unexcused absences will receive a failing grade in the course or may withdraw if this occurs during the University's class withdrawal time period. **The last day for "W" grade for the Fall 2007 semester is November 1.**
6. The SLA attendance policy is separate from the professor's attendance policy. Students are required to understand and follow both policies.
7. A student who arrives more than 15 minutes late will be marked absent. If the Facilitator offers a break in workshops that meet more than two (2) hours in one session, student returning from break more than five (5) minutes late will be marked tardy. For every three (3) times a person is late for a workshop session, either at the beginning of the session or following a session break, (five minute tardy), they will receive one (1) absence.
8. A student must be present for the entire workshop to receive credit for attending. Students required to attend the workshop but leave early will be marked absent.
9. Students who are requested to refocus their behavior on the learning task more than two (2) times during the course of a workshop session may be dismissed and marked absent.
10. Voluntary students (meeting the minimum grade or higher) are strongly encouraged to arrive on time and stay at SLA workshops for the duration.
11. A student must have all required materials and actively participate in order to be counted as having attended the workshop session. This includes bringing lecture notes and textbook. Students forgetting materials will be allowed to get them but will be marked late for the workshop session. A student who comes to a workshop session unprepared and is not participating can be asked to leave the workshop and will be marked absent.

Absences - Excused with Documentation:

- University-sponsored events in which an excused absence form from the University is presented to the SLA facilitator (i.e. sports travel, approved field trip with another class).
- Death in the family. Appropriate verification will be needed such as an obituary in the newspaper, funeral card, or note from the funeral home.
- Extended hospitalization. Appropriate verification will be required from your physician and hospital. This does **not** include emergency room visits or doctor appointments as excused.
- For students who are commuters—dangerous weather conditions in which driving is considered by local police authorities to be unsafe.
- Being called to testify in a court case or jury duty – but **not** for being arrested. (Verification required)
- Active military duty. (Verification required)
- These excused absences require that official documentation be **provided within two (2) weeks of the absence**. If it is not provided within the 2-week timeframe, it remains an unexcused absence.

Absences - Not Excused:

- Childcare problems. Students **cannot** bring children to SLA workshops.
- Incarceration/jailed.
- Employment (cannot leave early to go to work). You will be marked absent if you leave early.
- A Birkam Health Center slip is **not** an excused absence.
- Lack of sleep, lack of motivation or attitude, or not feeling well. Save your unexcused absences for illness or unforeseeable events later in the semester!

Late for Workshop Policy:

- A student is late if he/she arrives more than five (5) minutes after the scheduled start time of the workshop. A person is also considered late if he/she returns from break more than five (5) minutes late.
- Unprepared students (without texts, notes, etc.) may leave to get the materials, but they will be marked tardy. Students who don't return with materials will be marked absent (unexcused).
- Three tardies equals one unexcused absence.

Expectations for Student Participation in SLA Workshops:

- Have all textbooks/materials by the second week, and arrive at all workshops with all learning materials.
- Participate fully and actively in workshop activities. Have a positive attitude about your learning.
- Work with other students and/or individually when requested to do so, and respect all views and opinions.
- Address the workshop facilitator in an appropriate manner.
- Work only on material/homework of the workshop.
- Swearing, use of profanity, and personal (abusive) misconduct behavior will not be tolerated and will result in dismissal from the workshop. Any dismissals will be counted as unexcused absences.

Workshop Rules:

- Soft drinks, coffee, juice and water are permitted, but no eating is permitted.
- No chewing tobacco. Chewing gum is permitted.
- Cell phones must be turned off. Set pagers and beepers to silent mode. No headphones or electronics.
- No sleeping. If you sleep, you will be marked absent (unexcused).
- No leaving the workshop classroom before or after break, unless granted permission from the facilitator.

STRUCTURED LEARNING ASSISTANCE PROGRAM STATEMENT OF UNDERSTANDING

I have read and understand the purpose, requirements and expectations of the Structured Learning Assistance Workshop. I understand the attendance policy and the consequences that will result if I miss more than four (4) required workshops (or other configuration of workshops). I understand the late-for-workshop policy and the behavior expectations for participating in workshops, including the need to have my lecture notes and textbook in order to be admitted to the workshop. I will come prepared to participate and learn.

COURSE/SECTION _____ SEMESTER _____

PRINT NAME _____

E-MAIL ADDRESS* _____

SIGNATURE** _____

DATE _____

FACILITATOR SIGNATURE _____

Facilitator Comments:

*Please provide the email address you plan to check regularly. The facilitator will use this address to send absence card notifications.

**Return this completed and signed 'Statement of Understanding' to your SLA facilitator. You will not be allowed to attend the SLA workshop until your facilitator receives this document. Thank you!