Absences

You are allowed 8 absences during the course

- ❖ As a courtesy, please send a group direct message to your instructional team in Slack to let them know you will be absent (they worry if you just don't show up!)
- ❖ Self-check-in is available 45 minutes prior to class (when office hours starts) until 45 minutes after class starts
- ❖ If you miss more than 45 minutes of class, you are considered absent
- ❖ It is the responsibility of the student, not the instructional staff, to ensure the accuracy of attendance
- ❖ Please contact your instructional staff immediately if you forget to mark yourself present during the allotted time. Instructional staff can correct your attendance until midnight the day of class. After midnight, the *instructional team* will need to submit a request to the Student Success Manager to have attendance corrected.
- ❖ If you have extenuating circumstances which will cause you to exceed the absence limit, please reach out to your Student Success Manager (email address in Contacts section of BCS)

Course Completion Requirements:

1. **90% Attendance (8 missed classes)**
2. 90% Homework Submission (2 missed assignments)
3. 100% participation in group projects
4. Fulfillment of account payment option prior to the end of class