



## Attendance Policy

- ❖ You are allowed 4 absences during the course
  - As a courtesy, please Group DM your instructional team to let them know you will be absent
- ❖ You may attend class remotely no more than 4 times during the course
  - *All remote attendance is approved on a case by case basis and is not guaranteed\**
  - To request remote attendance:
    - Group DM your instructional team with your request as soon as possible
    - Include when and why you need to attend class remotely
  - Once your remote attendance is approved, please:
    - DM your TAs for the remote link a few minutes before class starts
    - Actively participate via the slack class channel (ask questions, answer questions, etc.)
    - Complete class activities and DM them to your TAs at the end of each activity
  - If you are not active while remote, you will be counted absent
  - Remote attendance is not available during Group Projects. The instructor does not record class or have a live link for these classes.

\*Please be aware that remote attendance is not always possible. If there are any technical issues, the instructor cannot stop class to troubleshoot. If for any reason the remote session cannot occur, you will be counted absent.

### Course Completion Requirements:

1. **95% Attendance (4 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