**FLORIDA VOCATIONAL INSTITUTE**

**The following are the Institution regulations and procedures regarding attendance for regular class, CPR and make up hours.**

* Students should come to class on time and attend the entire class period every day in order to receive the maximum benefits from the instructional sessions.
* Excessive absenteeism will have a negative impact on the class participation portion your final course grade. See course syllabus for specific details.
* Students can not miss more than 6 hours of scheduled class hours for each course/unit (three-week period) in order to be eligible to take the final exam.
* If a student misses more than 6 hours (10%) within your course/unit, the student must make up the hours that exceeded the allowable absence before the end of the course in order to meet the required percentage of attendance for each course/unit and the required percentage of attended hours required to graduate.
* Make up hours are scheduled on select Friday and there is a maximum of two dates per course/unit for make-up.
* Students coming late to class as a pattern will be requested to make up the missing hours
* At the midpoint of the program, hours completed must meet 90% of the hours scheduled and students must have a minimum of 1.75 cumulative GPA. Failure to meet these requirements will place the students on SAP and Financial Aid warning status.
* CPR class is scheduled as part of the benefits of our programs to ensure that all students obtain the CPR certification prior to externship. CPR class is provided by The American Heart Association which requires students to be physically in class for a period of 5.5 hours, otherwise students will not receive the certification. It is imperative that all students arrive on time and stay for the entire 5.5 hours.
* Students coming for a board exam must come on time. Students arriving late to the exam will not be allowed to enter the testing room and will be responsible to pay $10.00 fee to NAHP to reschedule the exam.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ received the information regarding attendance policies and procedures on May\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2016

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_