

## 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 if you forget to mark yourself present during the allotted time
- ❖ 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