

## Absences

### You are allowed 8 absences during the course

- Your first 8 absences are considered “excused” regardless of how you choose to use them.
- Additional absences are “unexcused” regardless of the reason you are absent and will result in the loss of eligibility for the Certificate of Completion.
- 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!).
- If you miss more than 45 minutes of a class session, you are considered absent. This includes any time logged into zoom, but off-camera, non-responsive to outreach from the instructional staff, and/or not participating in breakout sessions.
- It is your responsibility to ensure the accuracy of attendance. If you feel your attendance was marked incorrectly, please contact your instructional staff.
- It is your responsibility to ensure you take all necessary actions to not fall behind after an absence(s). Review the class recording, complete all activities from class, and utilize all forms of support available to you to ensure you are ready to attend the next class session.
- If you have extenuating circumstances which will cause you to exceed the absence limit, please reach out to your Student Success Manager via email to discuss.

### Certificate of Completion Requirements:

1. **No more than 8 missed classes**
2. No more than 2 assignments graded as 0
3. 100% meaningful participation in all group projects
4. Fulfillment of account payment option prior to the end of class