

UCAS Student Attendance Procedure
See Policy JA for a full description of the attendance policy

Class attendance is essential for students to receive instruction and participate in activities that are difficult to replicate outside of class. Due to the accelerated pace of UCAS classes, students who are excessively absent or tardy may have a difficult time making up work and keeping pace with coursework. Additionally, students with attendance issues risk losing their scholarship to UVU. As a preventive measure, UCAS has a strict attendance policy as outlined below.

Absences: Students may lose credit if their attendance is less than 90% in any class. Absences due to medical reasons will be excused with a doctor's note and will not be counted against the 90% attendance policy. Absences related to COVID-19 will be considered on a case-by-case basis. Students are responsible for all in-class work that is missed. *The Majors and Career Exploration course at UCAS is considered a UVU course with its own attendance procedures – see course syllabus for more information.

Tardiness: **Parents cannot excuse tardies.** Students are given 5 free tardies per semester (note this is not per class, but 5 tardies overall). Once the free tardies are used, detentions are accrued for every third tardy starting with the sixth.

Use the following guidelines to determine if your student will be counted as absent or tardy:

1. Arrival between 1 and 10 minutes late = **Tardy**
2. Arrival after 10 minutes = **Absent**
3. Leave before last 10 minutes of class = **Absent**

All students who arrive late or leave early must sign in at the office.

- **Absences must be excused within 2 days of the absence.** They can be excused by parent or doctor note, email to the school (info@ucas-edu.net), or phone call.
- If an absence is not excused, a detention must be served within 5 school days of the absence(s).
- A student may make an appeal to the UCAS Review Committee at any time. The UCAS Review Committee will look at the overall student success as well as the actual appeal letter that is written. Students with poor grades, poor attendance, or a history of behavior challenges are less likely to have their appeal approved. **The UCAS policy will be followed as written in all but exceptional cases.**

Parent Name (Please Print)

Parent Signature

Date

Student Name (Please Print)

Student Signature

Date