



New America College Attendance Policy

Philosophy of Class Attendance

Learning is promoted through engagement and involvement in class instruction and discussion, and students contribute to the learning process of other students. Class attendance demonstrates a strong commitment on the part of students and ensures they receive the full benefit of their investment of time and resources.

Principles for Class Attendance

- NAC recognizes that students have responsibilities and needs that sometimes conflict with class attendance.
- NAC recognizes that students may miss class for mitigating circumstances such as serious physical or mental health illness, hospitalization, death in the family, or other serious and legitimate situations.
- The responsibility for attending class rests with the student. An absence does not excuse the student from required course work. Students are responsible for all make up work, as applicable.
- Excessive absences of any nature will result in poor classroom performance and possible dismissal.

Minimum Standard

All students are expected to attend 100%. The minimum standard is 80%. Failure to maintain the minimum attendance rate will result in dismissal from the College.

Attendance Tracking

- Attendance will be recorded in ThinkWave each day by the teacher.
- Students must sign in to class every day.

Tardies and Early Departures

Tardiness and early departures will be recorded. Four (4) tardies/early departures will equal one absence. A tardy is arrival after the class has begun or returning late from break. An early departure is leaving before the class ends. A student who leaves or arrives more than hour after class has begun will be marked absent.

Attendance Warning and Probation

- Students are given informal warnings after each week of each session.
- The first session a student's attendance falls below 80%, a warning letter will be issued by the Dean.
- After a student receives a warning, their attendance will continue to be monitored each session. Students may receive more than one (1) warning; i.e., the next session their attendance falls below 80% but their *cumulative* attendance average is above 80%, they will receive another warning. If their attendance falls below 80% in another session and their *cumulative* attendance is below 80%, they will meet with the Dean and be placed on a probation.
- After a student receives a probation, their attendance will continue to be monitored each session. The next session their attendance falls below 80%, they will be dismissed.
- Any session a student's attendance falls below 50%, the student will be placed on probation immediately.
- Students may appeal warnings, probations, and terminations with the President, who makes the final decision. Exceptions to the rule will only be considered for extenuating circumstances.

Consecutive Absences

- F-1 students: An F-1 student who misses five (5) consecutive days will be terminated on the fifth day.
- Non-F-1 students: A non-F-1 student who misses five (5) consecutive days will be dismissed on the fifth day.
- The President has the final decision for dismissal and termination. Exceptions to the rule will only be considered for extenuating circumstances.

Do Not Admit List (DNA List) – Payment

- A student who has not paid for tuition by the College deadline will be placed on the DNA list and not allowed to attend class until full payment has been received.
- These absences count toward the minimum 80% attendance requirement.



POLICY

- F-1 students: An F-1 student who misses five (5) consecutive days will be terminated on the fifth day.
- Non-F-1 students: A non-F-1 student who misses five (5) consecutive days will be dismissed on the fifth day.
- The President has the final decision for dismissal and termination. Exceptions to the rule will only be considered for extenuating circumstances.
- See the NAC Payment Policy for more information.

Do Not Admit List (DNA List) – Textbooks

- A student who does not have textbooks by the College deadline will be placed on the DNA list.
- They will not be allowed to attend class until they have their textbooks.
- These absences count toward the minimum 80% attendance requirement.
- F-1 students: An F-1 student who misses five (5) consecutive days will be terminated on the fifth day.
- Non-F-1 students: A non-F-1 student who misses five (5) consecutive days will be dismissed on the fifth day.
- The President has the final decision for dismissal and termination. Exceptions to the rule will only be considered for extenuating circumstances.
- See the NAC Textbook Policy for more information.