

ATTENDANCE POLICY

Regular class attendance is critical to student success in the learning process. Students are expected to attend and actively participate in lecture, laboratory, and shop activities as dictated in course syllabi. All instructors will take attendance. Please work with your instructor or faculty advisor to verify your class attendance. Absences are closely monitored by the Registrar, Student Affairs, and academic deans and/or directors. Dunwoody reserves the right to withdraw any student absent for five or more days in a row and/or, as noted above, as dictated in course syllabi.

Reporting missing students: an attempt will be made to establish that a student is missing school of their own accord. If school officials question the safety and well-being of an enrolled student, contact will be made to any known family or friends and contact could be made with the police if deemed appropriate.

Religious Observances

Students are permitted excused absences for observance of religious holidays under the following conditions and without discrimination.

- There is a scheduling conflict between the scheduled class, lab, or shop time and the religious holiday.
- Student must notify instructors of the upcoming religious holiday within the first 3 weeks of the semester.

Instructors may reschedule the missed academic time before or after the religious observance. Instructors shall accept, at face value, the sincerity of students' religious beliefs.

Military Deployment

Military students serving in the Reserve or National Guard and are called to active duty, may be able to withdraw from classes with a full refund of tuition. If you are a financial aid recipient, connect with the Financial Aid office to review the refund policies of the aid programs. Tuition requests will be reviewed by the Dean of Students, Kelli Sattler (ksattler@dunwoody.edu).

In some circumstances, you may want to ask your instructors about incompletes for coursework as an alternative to canceling. When appropriate, instructors may make arrangements for you to take an incomplete for the courses in question. When you are called to active military duty, and reach agreement with your instructor(s) to take an incomplete, you will have up to one calendar year following your discharge from active duty to complete any incompletes.

Procedure

Military students who will be deployed should meet with the Dean of Students, Kelli Sattler ksattler@dunwoody.edu, to fill out a **Student Request Form** as they know about their deployment. Information required for the Student Request form is a copy of the military orders or other appropriate documentation. After their request has been approved, students will need to notify their academic director or dean and current faculty, so academic arrangements can be made for their current courses.

Military students who will be out of class for an extended period of time, missing the end of the semester, will follow the institutional Tuition Refund (<https://catalog.dunwoody.edu/catalog-student-handbook/financial-aid-student-accounts/refunds/>) process as applied to all

students based on the last date of attendance/academically related activity at the time of withdrawal.

- The student will be asked to pay any current balance before returning and will be allowed to retake the same classes they withdrew from (or equivalent with Program Dean/Director & Registrar's approval) and receive a tuition credit equal to what was paid towards any new tuition charges when retaking the courses.
- The student will need to reapply for admissions when they are ready to return.
- The student is responsible for all fees (associated with being a student & any course specific fees) and any difference in tuition (due to annual tuition increases) by the published due dates.

Exceptions

This policy does not apply to students called to Active Duty for training (annual training, AIT, or drill weekends). In these cases, work with your instructors as soon as possible to make appropriate accommodations.