

# AMBRIA ATTENDANCE POLICY

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These policies apply to programs within Ambria College of Nursing.

## Attendance and Punctuality Policy

Attendance and punctuality are critical to success in our rigorous programs of study. Participation in discussion and class activities are central to learning in the classroom. All students are required to attend classes as assigned and scheduled. Excessive tardiness and/or absences regardless of the reason will result in administrative withdrawal from the course.

**Excused Absences:** In order for the absence to be approved as excused, students are required to submit documentation within 24 hours of receipt to the Academic Standards, Admission and Progression Committee at [asap.committee@ambria.edu](mailto:asap.committee@ambria.edu) for verification and approval.

**Excessive Tardiness:** Excessive tardiness and early departures will be recorded as absences unless the student has provided legitimate documentation to his/her instructor.

## Removal from Class Due to Policy

The office enforcing the above policy will contact the student's instructors, the Program Chair, and Registrar's Office.