



ATTENDANCE POLICY

If a student is going to be absent for any class, they must inform the school via email through op@the-cuttingroom.com.

Supporting documents (doctor's note travel documents, etc.) will be required.

Any student who misses four (4) classes (16 hours) of any course will be placed on probation and may be dismissed if their attendance does not improve. Students funded by student loans have specific attendance policies so please refer to their policies. However, policies of any funding agent do not negate the policies of the school.

Note: Students are required to attend all scheduled classes regularly, including make-up sessions. From time to time, class or work experience schedules may be adjusted to address changing or unexpected circumstances including the temporary interruption of service. In order to ensure students have achieved the required hours of instruction, outcomes, and/or to address an unexpected interruption of studies, the end date of a program may be adjusted accordingly, or other schedule accommodation may be made to ensure students receive the required program and contact hours.

Lab Attendance

Lab attendance is compulsory and is a program requirement. Students on all full-time programs are required to attend a minimum of 12 or 24 hours of lab per week depending on the program they are enrolled in. If a student fails to meet the required lab hours per week, they will be required to make their lab hours up the following week. Lab hours must be requested a week in advance, but students can change their lab schedules on a weekly basis if they wish.

It is the student's responsibility to request labs and to get their lab sheet signed off by a member of staff. If hours are not dated, recorded, signed off, or submitted students will not complete their program.

Students must let their instructors know what they will be working on during their lab time in order for the instructor to verify the work is complete and the lab time indicated on the lab sheet is valid.