MEMO

To: Entire Student Body, Staff, and Faculty  
From: Office of Student Services  
Date: December 1, 2012  
Re: Revision to Attendance Policy

This memo is in reference to a revision made to the Genesis Career College Attendance Policy to be made effective January 1, 2013. The revised policy is listed below and can be found in the revised Student Handbook or School Catalog after January 1, 2013. If you would like a new copy of the catalog after January 1 please contact the Campus Coordinator on your campus or request a digital copy by emailing studentservices@genesiscareer.edu.

To become effective January 1, 2013: any student who has been absent for the greater of fourteen (14) consecutive calendar days or ten (10) consecutive scheduled days without contact to any staff or faculty member of Genesis Career College will be automatically withdrawn from enrollment in their respective program. The new policy is as follows:

**Attendance Policy**

The most successful graduates of GCC are those students who had a perfect attendance record in school. The following policy has been established to be as fair as possible to all students and to work for the benefit of all. A student’s hours are scheduled on the date of enrollment. Student attendance is monitored daily and students are encouraged to maintain a good attendance record in order to successfully complete their program as scheduled. To meet satisfactory academic progress requirements, a student must maintain a pace to complete the program within 150% of the scheduled completion time.

In the case of an extended unexcused absence GCC will determine the student’s enrollment status on or before fourteen (14) consecutive calendar days or ten (10) consecutive scheduled days from the last date of attendance, whichever is greater. If there has been no contact from the student with GCC during the greater of fourteen (14) consecutive calendar days or ten (10) consecutive scheduled days, the student will be withdrawn from GCC.

**Absences** - If a student must be absent, he or she must call GCC and speak with a campus representative.

**Tardiness** - If a student is going to be tardy, he or she must call GCC and speak with a campus representative.

**Clocking in (clock our programs only)** – Students are expected to clock in upon arrival and clock out when leaving.

If you have any questions regarding this change in policy please email studentservices@genesiscareer.edu.

Sincerely,

The Office of Student Services  
Genesis Career College