



**University of Central Florida**  
**2016 Summer Access Programs**

**Access Program Student Attendance Policy**

Student Academic Resource Center (SARC)—Multicultural Academic & Support Services (MASS)  
—First Year Advising and Exploration (FYAE)

**Summer 2016**

**Access students are required to attend all Access Program components.**

**I. Mandatory Components**

Each Access student is required to attend all of the following program components.

1. UCF Access Freshman Orientation
2. CREED Seminars
3. Advising Appointments
4. Peer Mentoring Appointments
5. Supplemental Instruction Sessions (if applicable by course)
6. University Writing Center Learning Supplements (if applicable by course)
7. Students are also required to complete the end-of-semester Access student survey online

**II. Attendance Tracking**

- Students are required to check in with an attendance taker\* prior to every mandatory program component. Failure to check in will result in an absence. The time of check in is considered the arrival time.
- Students will be required to show a photo ID, which can include a UCF ID card or government issued photo ID.
  - ID Exception - Students are permitted to forget their Photo ID 1 time without being penalized. However, on the second and every time thereafter a student forgets their photo ID it will be counted as a tardy for that component of the program and will receive 0.5 absence on their attendance record.

**III. Definitions**

Tardy – 0.5 Absence = 1-14 minutes late to a required component or failing to show appropriate identification when checking in; 2 Tardies = 1 Absence

Absence – 1 Absence = 15 or more minutes late to a required program component or failure to check in with attendance taker.

***Please note:* An absence is acquired from missing one scheduled event, not missing one day. It is possible that students can accumulate multiple absences in one day if multiple mandatory events occur in the same day.**

\*Attendance takers are individuals who work with the Access program and are designated to take attendance for Access events. This can be a staff member, faculty member, or student employee, depending on the event.

## IV. Notifications & Consequences

### 0.5-1 Absence/Tardy: Email and/or Phone Call

- Email and phone call from SARC Coordinator and/or staff member (CC Advisor, Peer Mentor & Mass Coordinator if applicable) indicating review of absence and attendance policy

### 1.5-2 Absences/Tardies: In Person Meeting with Coordinator

- Email and phone call from SARC Coordinator and/or staff member (CC Advisor, Peer Mentor & Mass Coordinator if applicable) indicating a date/time for the student to meet with the Program Coordinator

### 2.5-3 Absences/Tardies: In Person Meeting with Coordinator and/or Director

- Email and phone call notification from SARC Coordinator (CC Advisor, Peer Mentor & MASS Coordinator if applicable) indicating a date/time for the student to meet with the Program Coordinator and/or Director

### 3.5+ Absences/Tardies: Program Dismissal, In Person Meeting with Director

- Email from SARC Coordinator/Director notifying student of ineligibility to return to UCF in Fall semester and indicating a date/time for the student to meet with the Director and Program Coordinator (if available)
- Upon receiving 3+ absences, the Access student will be notified of ineligibility to return to UCF in Fall semester, and will not successfully complete the program. Students who do not successfully complete the program will not be considered for admission to UCF until they complete an Associate of Arts degree from a Florida public institution.
- Students will receive a letter detailing their absences and ineligibility information.
- Students will be able to complete their summer semester and retain credit earned if courses are completed and the student receives passing grades.

***Please Note:*** Students should check their UCF Knights email at least twice per day. Students who are asked to attend an in person meeting are required to show up for the meeting. Students are asked to respond to the email to confirm that they received it, however, if the student does not respond they are still required to attend.

## V. Exceptions

- Illness
  - If a student becomes injured or extremely ill, an excused absence will be considered on a case-by-case basis upon receiving official documentation from local hospital or health center. Documentation does not guarantee an excused absence.
- Emergency
  - If a student has an emergency where attendance becomes impossible, such as a car accident or death of an immediate family member, an excused absence will be considered on a case-by-case basis upon receiving valid and appropriate documentation of the situation. Documentation does not guarantee an excused absence.
- Religious Holidays
  - If a student has a religious holiday that occurs during a mandatory event, students are required to request the time off in advance of the occurrence. Please see "Access Religious Accommodation Waiver" Form for more information.

***Please Note:*** Vacations, personal job overlap, oversleeping, schedule misinterpretation, and other items that do not fall in the Illness and/or Emergency category will not be excused and will be counted on the attendance record. Students cannot request off from a mandatory event unless it is a valid religious holiday.