UCF | Access Program
UNIVERSITY OF CENTRAL FLORIDA

Student Attendance Policy

Summer 2019 Access Cohort

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. Week 1 Seminar
3. Peer Mentoring Sessions
4. Learning Support Sessions

*Students may be required to participate in additional academic support activities, such as Academic Coaching, during the summer B term; this is contingent upon each student's progress in their courses. Grades for both summer courses will be checked periodically throughout summer. If a student is reported as having a grade of C or lower then additional summer programming may be required – students will be notified via email of this requirement. Similarly, pending a student's successful completion of the summer program, a student success plan will be developed for fall and spring semesters.

II. Attendance Tracking

- Students are expected to arrive on time to each Access component.
- 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.
    - 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 or student employee, depending on the event.
- 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 half an absence for that component of the program and will receive 0.5 absence on their attendance record.

III. Definitions

Absence – 1 Absence = More than 10 minutes late to a required program component or failure to check in with attendance taker. (Failure to present ID more than once = 0.5 absence each time after first time)

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.**

IV. Notifications & Consequences

1 Absence: Email and/or Phone Call
- Email and phone call from Access staff member indicating review of absence and attendance policy

2 Absences: In Person Meeting with Coordinator and/or Director
- Email and phone call from Access staff member indicating a date/time for the student to meet with the Program Coordinator and/or Director

3+ Absences: 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 are expected to 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.**

*Class Requirements Outside of Class Time: Students may be enrolled in a course during the summer B term that requires them to attend events outside of class time as a class assignment. Students should plan completion of these assignments at the beginning of the term and be sure not to schedule any during classes or any Access program components.