



Access Program

UNIVERSITY OF CENTRAL FLORIDA

Student Attendance Policy - Access 2022

Access students are required to attend all Access Program components.

I. Mandatory Components

Each Access student is required to attend all 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

1 Absence = More than 10 minutes late to a required program component or failure to check in with attendance taker

**note: if a student shows up at the 10-minute mark of the component, it does not count as an absence. If they show up 11 minutes after the component began, it counts as an absence*

0.5 absence = failure to present ID one time (students are allowed to forget ID once without being penalized)

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

2-3 Absences: Meeting with Coordinator

- Email and phone call from Access staff member indicating a date/time for the student to meet with the Coordinator

4+ Absences: Ineligible for Fall Admission, Meeting with Director

- Email from SARC 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
- Upon receiving 4+ 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 a 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 Observance
 - If a student has a religious observance 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 jobs, 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.

**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.*

Frequently Asked Questions

How many absences can I receive before I do not successfully complete the Access Program?

Students can only accrue 3.5 absences before not successfully completing the Access Program. On their fourth absence, they will not successfully complete the program and be denied fall admission to UCF.

Do I have to attend class?

Although Access will not take attendance for class, research shows there is a clear correlation between going to class and performing well in the course. Additionally, it is likely that your professors will have their own attendance policy separate from Access. Usually, attendance/participation will count for a certain percent of your grade, so you must be present and engaged in class to earn those points!

Where can I submit absence documentation?

You can submit absence documentation via email (remember – it should be three days before your missed absence) to Access Attendance at accessattendance@ucf.edu. You can also drop off documentation to the Student Academic Resource Center (SARC) front desk located in Trevor Colbourn Hall Room 117. Ask for the SARC Coordinator Jessica Johnson if you drop off documentation in person, and make sure you address the documentation to Jessica Johnson.

What if I have a class requirement that takes place outside of class that conflicts with my Access schedule?

You should plan out all class requirements at the beginning of the term to prevent conflict with your Access responsibilities. Completing a class requirement during a scheduled Access component will count as an unexcused absence.

My family has planned a vacation for the middle of the program. Can I submit absence documentation for this and be excused from my Access responsibilities?

No, vacations do not count as an excused absence.

What if I forget my ID for checking into one of Access components?

You are allowed to forget your ID one time without being penalized. After that, any time you forget your ID, it will count as 0.5 absence against you.

What counts as an excused absence?

Illness, emergencies, and religious holidays have the potential to be excused absence. However, these are not guaranteed. You must submit your absence documentation to Access Attendance at accessattendance@ucf.edu. You can also drop off documentation to the Student Academic Resource Center (SARC) front desk located in Trevor Colbourn Hall Room 117. Ask for the SARC Coordinator Jessica Johnson if you drop off documentation in person, and make sure you address the documentation to Jessica Johnson. The Coordinator will email you if the absence is excused.

What if I am at my Access component on time, but the attendance taker doesn't see me and marks me absent?

Remember, it is your responsibility to find the attendance taker and ensure that they mark you present. If they do not see you, they will mark you absent, and it will count as one absence.

Who do I contact if I have other specific questions about Access attendance?

Please contact Jessica Johnson, the Access Coordinator, at jessica.johnson@ucf.edu.