

Attendance Policy

Foundry College is committed to the success of every student. Our mastery-based education model ensures that every graduate has mastered skills and knowledge that are necessary to excel in the workplace. This is our promise to employers and part of what makes Foundry College different and valued: Our students *really know* the material, and can be counted on to use it effectively in the workplace.

Foundry College reserves the right to regularly update this document. The date of the latest update is included in the footer. As a student, it is your responsibility to be aware of any updates.

Our attendance policy is designed to ensure not only your academic success, but also the success of the classroom environment for all students. Mastery-based learning requires regular engagement with the material, which is best achieved by working with others in a live classroom setting.

An absence is defined as being present for less than 75% of a class (as tracked by the Forge), e.g., less than approximately 70 minutes of a 90 minute class. Please refer to the end of this document for more information about what steps you should take if you are unable to attend class through no fault of your own.

Professional Skills Courses

1. A student may have up to three absences* from a Professional Skills course per trimester.
2. A student who has a total of four absences from a Professional Skills course will be placed on academic probation for the remainder of the trimester. We strongly recommend that a student who is placed on academic probation schedule a meeting with his or her coach to make a plan to avoid further absences.
3. A student who is on academic probation AND has a total of six or more absences from a Professional Skills course may be withdrawn from the course at the discretion of the Student Support Team. If the withdrawal from the course results in the student being enrolled in zero courses, then s/he will be placed on a leave of absence (temporary withdrawal) for the trimester.
4. A student who is on academic probation (defined as four or more absences) AND in academic distress (defined as having passed or made six attempts on 50% or fewer quizzes) in a Professional Skills course may be placed on a leave of absence (temporary withdrawal) or permanently withdrawn from the program at the discretion of the Student Support Team.

Credential Courses

1. A student may have up to five absences* from a Credential course per trimester.
2. A student who has a total of six absences from a Credential course will be placed on academic probation for the remainder of the trimester. We strongly recommend that a student who is placed on academic probation schedule a meeting with his or her coach to make a plan to avoid further absences.
3. A student who is on academic probation AND has a total of nine or more absences from a Credential course may be withdrawn from the course at the discretion of the Student Support Team. If the withdrawal from the course results in the student being enrolled in zero courses, then s/he will be placed on a leave of absence (temporary withdrawal) for the trimester.
4. A student who is on academic probation (defined as six or more absences) AND in academic distress (defined as having passed or made six attempts on 50% or fewer quizzes) in a Credential course may be placed on a leave of absence (temporary withdrawal) or permanently withdrawn from the program at the discretion of the Student Support Team.

** An absence is defined as being present for less than 75% of a class (as tracked by the Forge), e.g. less than approximately 70 minutes of a 90 minute class. We understand that emergencies and other unavoidable circumstances may prevent a student from attending class. The Student Support Team will work with students who are unable to attend class through no fault of their own, including making limited exceptions to the attendance policy. Examples of events that are beyond the control of the student include but are not limited to: a medical emergency for you or a close family member, a funeral, military deployment, or a serious technical issue (e.g. internet outage) during class.*

If you are unable to attend class through no fault of your own, you must email the Student Support Team at support@foundrycollege.org within 48 hours of the absence in order for it to be considered an exception. Please include the date, name of class and short explanation of why you were unable to attend. You may be asked to provide documentation of the cause of your absence within two weeks of the date of the absence.