

HARTFORD ART SCHOOL
CLASS ATTENDANCE POLICY (Studio Courses)

Studio course attendance is considered class participation. Studio course content is delivered through a combination of lecture, demonstration, critique and practice-based instruction. Unlike the structure of an academic course, it is impossible to replace the content and individualized instruction that occurs during a studio course through the use of notes and readings.

Class participation/attendance is mandatory for all courses at the Hartford Art School. Roll will be taken at every class session, and it is the responsibility of the student to ensure that his or her attendance is correctly noted. Three late arrivals and/or early departures, in any combination, will constitute an absence. After the equivalent of six unexcused absences, a student may be withdrawn from a class at the discretion of the faculty and associate dean.

It is the responsibility of the student to inform the instructor when he or she is going to be absent by either calling the Art School office or by e-mailing the faculty. For absences due to religious holidays, students must inform the faculty in advance. In cases of illness, it is in the best interest of the student to be seen by Health Services or a doctor, request written verification, and consult the associate dean of the Art School.

After accumulating three absences, any subsequent absences will impact the participation portion of the project or course grade. If a student is absent for the day, then class participation for that day is a zero. Work due that day and not handed in also is marked as a zero. Unless the instructor specifies otherwise, a faculty member has the option to administratively withdraw the student from a course after six absences (six absences are equivalent to missing 20% of the course). These absences can be for any reason, including illness.

Exceptions to this policy are granted only for extenuating circumstances, such as long-term illness or family emergency. The instructor has the option of granting an incomplete grade for the course only after verification of extenuating circumstances beyond the control of the student.