

Funeral Service Education Program Attendance Policies 2025-2026

Lateness to Class:

Funeral service students are expected to appreciate punctuality.

Students arriving five (5) minutes after the beginning of a class will be considered absent.

Up until the 5 minute mark, a tardy will be given. 3 tardies will equal 1 absence. Each additional tardy is considered an absence.

Classes meeting 2 times a week, 4 absences allowed. Student will be dismissed from the course for the fifth absence.

Classes meeting 1 time a week, 2 absences allowed. Student will be dismissed from the course for the third absence.

If a student is not in class when an exam/quiz is being given, please see the examination and quizzes policy found below.

Examinations, Quizzes and Assignments:

Exams and quizzes will only be administered at the times established by the instructor unless students provide formal documentation requiring testing accommodations.

The student who must miss a scheduled examination for any reason, shall contact the instructor, by e-mail or phone, and explain the reason **PRIOR to the examination.**

Missed quizzes will NOT be rescheduled or made up and will result in a grade of zero.

Any assignment turned in after the due date will receive a ten percent deduction for each

"class" day that it is late.

Make-Up Exams:

All make-up exams are given **at the discretion of the instructor**. The instructor reserves the right to deny make-up exams. If a make-up exam is allowed, it must be taken on the first day back at school. The exam will be appropriately more difficult to negate any advantage due to extra preparatory time. Failure to comply with policy will result in a grade of zero.

By checking this box, I am stating that I completely understand these guidelines.

Print name

Date

Signature