

Attendance Policy

Students should enter the program prepared to attend all scheduled classes. Students are not able to enroll in a class in which they miss the first session. In an effort to maintain a focus on connected content learning and provide a deterrent to missing any classes the following policy has been adopted.

Students who miss one class for reasons other than hospitalization, immediate family bereavement or religious observance (as prescribed by law) will be required to complete a course related assignment (provided by the course instructor or program) approximating 8 hours of work due prior to course completion; receive a final half grade deduction (ex. A= A-, A- =B+) that is connected to the Participation component of the established final grade calculation for each course; and is required to submit all of the assignments due no later than one week after the end of the course.

Students who miss any one of classes 2-5 must email their instructor and email Diane at CITE (Diane@citeprograms.com) who will record the reason for absence. Your instructor will assign the makeup assignment which will be equivalent to the 7.5 hrs. of class that was missed.

Seat time in any other class is no longer accepted as a substitute for a missed class.

Students who miss more than one class in a course are required to retake the course.

The prior COVID exceptions are no longer in effect. COVID will be treated as any other illness as stated above.

The College will continue to consult CDC guidance on COVID precautions. Given our experiences with the recent COVID 19 pandemic, modifications to this policy unique to CITE students may be required. Any required changes will be posted on the CITE website (citeprograms.com) and will remain in force for the period of the posting.

Remote Learning Considerations:

Our course work is designed and approved by the NYSED to be a face-to-face program. As you all know, due to the uncertainties surrounding COVID, we have previously gone remote in the interest of the health and safety of our students and faculty. Obviously, this is a fluid environment and, should our normal F2F program be required by qualified authorities to go remote, the following expectations are in effect.

In the case of a COVID related event, the decision to return to Remote Instruction from Face to Face will be made on a Section-by-Section basis. In other words, an entire cohort would not return to Remote Instruction unless data indicated that would be required.

1. If five (5) or more students in any course section have simultaneously documented cases of COVID, that section will go into a synchronous Remote Learning environment until the number of those affected drops below five (5) as documented by additional medical testing.
2. If a student is too ill to complete the course, they will be withdrawn without penalty and will make up the course at a later date.

In the event a College Instructor contracts COVID, class may be held remotely if the instructor is well enough to conduct the class or a substitute may be provided and the face-to-face setting will be held.

Should remote courses be necessary, every effort will be made to provide a synchronous remote learning environment that resembles the in-person courses as closely as possible. The expectations, content and assignment(s) will be consistent no matter the learning environment.

1. The attendance policy applies to in-person and remote coursework.
 - a. The following expectations for being “present” will be expected of all students for all coursework whether scheduled to be delivered face-to-face or remotely.
 - b. To be “present,” one is to be acutely attuned to yourself, others, your classroom environment, and the tasks at hand. This requires one to be physically, emotionally, socially, and intellectually focused at all times.
2. The same expectations that we have for students to be in-person apply to our remote learning environment.
 - a. Students should locate a suitable learning space that minimizes distractions which allows you to create a classroom environment akin to being face-to-face.
 - b. Students must be physically present on screen at all times. No emoji or cardboard cut-outs.
 - c. Should a student need to leave the screen, cameras should remain on unless you have communicated with your instructor in advance of a special circumstance which they have acknowledged and permitted.
 - d. Remote classes are to be attended in an instructional setting deemed to be appropriate. You cannot be in your car, in a store, walking through the park, attending a child’s sports event, getting a massage or lying in a recliner or in bed, etc. while attending class.
 - i. It is expected that students are professional, considerate and minimize outside distractions both for themselves and the others on screen.
 - e. Practice wait time to avoid speaking over others.
 - f. Students who continually violate these basic tenets of remote learning will be removed from the course.

