Attendance Policy

You are expected to arrive before class begins. You are expected to attend 100% of all classes in the program. Any exceptions to these policies must be evaluated on an individual basis and before the event in question. Any missed class instruction must be learned on your own time and must be verified by a member of the ITEA faculty. You must pay the faculty member for his or her time. You are required to know all course information, not just part of it. Lateness, absence during, and leaving before class is finished count towards absences.

If you must leave in the middle of a class for any reason, please inform the appropriate faculty member before class begins.