



**HEALTH & HUMAN SERVICE CAREERS DEPARTMENT
THERAPEUTIC MASSAGE PROGRAM**

Effective Date: August 23, 2007

The following definitions shall apply to all courses:

1. Tardy is measured by the time per the classroom clock.
2. Tardy shall apply to the beginning of class, returning from breaks and/or leaving class early.
3. Leaving early is defined as before the instructor releases class.

<u>TARDY POLICY</u>	
FOR ALL 4 WEEK COURSES	FOR ALL 16 WEEK COURSES
<p>Students accumulating less than 20 minutes of tardiness shall suffer no consequences.</p> <p>Students accumulating 20 minutes of tardy shall have penalty of .5 deduction in total grade point for the course.</p> <p>Students accumulating additional 10 minutes of tardy beyond the 20 minutes mentioned above, will have an additional .5 grade point deduction for the course for every additional infraction of 10 minutes.</p> <p>Students are responsible for making up any missed material as assigned by the instructor.</p>	<p>Students accumulating less than 20 minutes of tardiness shall suffer no consequences.</p> <p>Students accumulating first 20 minutes of tardiness = 1 tardy and a .5 deduction in overall grade point for the course.</p> <p>Students accumulating additional 20 minutes of tardy beyond the 20 minutes mentioned above, will have an additional .5 grade point deduction for the course for every additional infraction of 20 minutes.</p> <p>3 tardies in a semester = 1.5 deduction in total grade point for the course. Students will fail the course if they receive more than 3 tardies.</p> <p>Students are responsible for making up any missed material as assigned by the instructor.</p>
<u>ABSENCE POLICY</u>	
<p>No absences permitted. Students will be administratively withdrawn and receive a “W” grade in accordance with the College’s Withdrawal Policy.</p>	<p>Missing more than 35 minutes of any one class shall be considered an absence.</p> <p>1 absence is allowed. Students are responsible for making up any missed material, as assigned by the instructor.</p> <p>2nd absence = .5 deduction in grade. Students are responsible for making up any missed material as assigned by the instructor.</p> <p>3rd absence = failure</p>
MASSAGE CLINIC (MASG 141/241/242) ONLY	
TARDY POLICY	ABSENCE POLICY
<p>Students who are tardy or leave early in a clinic course will receive a 20 point reduction for each occurrence.</p> <p>Students who are tardy or who leave early twice in a clinic course will fail the course and receive a final 0.0 grade.</p>	<p>Because students are working with the public one (1) absence will be permitted each semester due to illness.</p> <p>Students are required to notify the instructor 12 hours in advance of clinic absence.</p> <p>Absence in no way relieves the student of the responsibility for completing all required hours and coursework to the satisfaction of the instructor in charge.</p> <p>There will be one make-up session near the end of the semester to accommodate student absence.</p> <p>Students failing to complete the total number of hours will fail this course with a final 0.0 grade.</p>