**ATTENDANCE POLICY SPRING 2016**

- Missing class 3 times **consecutively** will result in an ‘F’
- Missing class 4 times throughout the semester will result in an ‘F’
- Leaving class early, or arriving late 3 times counts as 1 absence
- Request for an EXCUSED absence requires medical/emergency proof; e-mail - office@ksi.edu

**Important dates**
- Registration Day – January 4
- Add/Drop Deadline – January 22
- Holiday’s – SPRING BREAK – March 5 – March 10
- Waiver Exam – December 21, 2015
- Comprehensive Exam – April 27***
- Second Installment Due – February

***Comprehensive Exam Forms are due Feb. 27