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Class Attendance Policy

National policy from the General Board of Higher Education and Ministry (GBHEM) states that a student is expected to attend every class session. Unexcused absences may be cause for loss of credit or dismissal from the school. A student missing 20% or more of the classroom work shall not receive credit for the class. In the event of extenuating circumstances which require the student to miss up to 20% (4 hours) of a course, the student should contact the instructor and the Director prior to the start of the class to get approval and discuss make-up work.

In the event of unsafe weather conditions in the location that your course is taking place (i.e. Kansas City, Leawood, Hays, Springfield or Oklahoma City), the Course of Study director may cancel classes and reschedule the class at a later date or assign additional assignments to makeup the canceled class date. In this event, students will be notified by email.