## ATTENDANCE POLICY FALL 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 **J** times counts as 1 absence
- Request for an EXCUSED absence requires medical/emergency proof; email office@ksi.edu

### Important dates

- Waiver Exams – August 9, Room 212 @ 2pm (Newly Admitted Students Only)
- Registration Day – August 22, from 9am - 6pm
- Fall 2016 Start Date – August 27
- Holiday – Labor Day – School Closed – September 5
  *(WEEKEND CLASSES NOT CANCELLED)*
- Add/Drop Deadline – September 8
- Second Installment Due – September 25
- Comprehensive Exam Registration – October 5
- Holiday – Thanksgiving Weekend – School Closed – Nov. 24 - 27
  *(no classes)*
- Comprehensive Exam – December 5, Room 212 @ 2pm
- Fall 2016 End Date – December 18th, 2016