

CATALOG ADDENDUM

2018-19



EFFECTIVE DATE: 2/15/19

ATTENDANCE, ADD/DROP, WITHDRAW POLICY FOR ALL ONE-YEAR CERTIFICATE PROGRAMS

Attendance Policy for One-Year Post-Baccalaureate Certificate Programs

All One-Year Certificate students must attend every class. Absences will negatively affect grades and academic progress.

All One-Year Certificate students are expected to arrive for class on time. Any students arriving after roll call but prior to twenty (20) minutes after the scheduled start of class will be considered tardy. Two (2) instances of tardy in the same class equates to one unexcused absence.*

Any One-Year Certificate Student arriving later than 20 minutes after the scheduled start of class will be considered absent for that class. An absence is defined as one missed class. An absence does not refer to a day of classes missed, but rather each class missed in an absence. If you leave class early, it is at the discretion of your instructor to mark you "absent."

Two (2) unexcused absences will result in a drop of one letter from your final grade in any One-Year Certificate class.

Three (3) unexcused absences will result in failure for the course in any One-Year Certificate class.

If you know you will be missing class(es) on any given day, contact the school Registrar or your faculty member at least one hour prior to the start of class. In the event of an extenuating circumstance, a student may request an

excused absence. An excused absence is one for which the student presents supporting documentation and receives written permission from the Dean of Academic Affairs and the student's Program Chair no fewer than 24 hours in advance of the scheduled class start time in the case of a foreseeable circumstance or as soon as possible in the case of any unforeseeable circumstance. An excused absence request and supporting documentation must be submitted no later than two weeks after the absence in order to be considered.

If a One-Year Certificate Student is granted an excused absence, the student may miss class without above referenced penalty but will be in all cases responsible for the material covered during class. To demonstrate attainment of class material, a One-Year certificate student may be required to complete additional or alternate assignments at the request of the Instructor. Circumstances for which excused absences may be considered include observance of religious holiday, illness, wedding, funeral, jury duty, legal matter or professional opportunity. Absences for professional opportunity (important career advancing engagement) will be granted at the discretion of the Dean of Academic Affairs and the student's Program Chair and will only be considered for One-Year certificate students in good standing who can demonstrate that their absence will not adversely impact their academic progress and that the professional opportunity will be of extraordinary benefit to their overall artistic and/or career development.

Withdraw / Course Change Policies for Post-Baccalaureate One-Year Certificate Programs

Withdrawing from a class. Students are strongly discouraged from dropping any classes unless absolutely necessary. Students must request a withdrawal from a One-Year Certificate course in writing to the Registrar before the 5th class meeting of any One-Year Certificate class. Approval from both the Registrar and the Dean of Academic Affairs is necessary to withdraw from a course. Withdrawing from courses during the prescribed period may have serious consequences for academic progress and for financial aid eligibility.

Withdrawing from school. Students are encouraged to provide written notice of withdrawal to the Registrar prior to withdrawing from the One-Year Certificate program. Failure to provide written notice of withdrawal can delay any refunds owed to the student. Students considering withdrawal should contact the Registrar for information and withdrawal forms. Additionally, students considering withdrawal who have been the recipient of financial aid will have continuing obligations and options available to them, and must contact the Financial Aid Office to discuss the effect of withdrawal on their financial aid portfolio and schedule an "Exit Interview" as applicable.

Leave of Absence. Students must make all requests for leave of absence in writing. The request must provide the date on which leave of absence is requested to commence, and a reasonable explanation as to why the student is requesting a leave of absence and necessary documentation if relevant. The College may approve a leave of absence in its discretion. A Leave of Absence cannot exceed 180 days. The Registrar should be contacted for additional details and requirements.

Drop/Add Period for One-Year Certificate Courses. Students that wish to either drop one course in and add another in a One-Year Certificate Program can do so without financial or academic penalty within seven (7) calendar days of the start of the session. Dropping or switching courses during the prescribed period may have serious consequences for academic progress and for financial aid eligibility. Approval from the Dean of Academic Affairs is required.



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