

ATTENDANCE POLICY

14CFR Part 147 Para 147.21(b) states that the hours required to be offered in an AMTS program for the graduate to qualify for the Airframe & Powerplant is 1,900 hours (400 General plus 750 Airframe plus 750 Powerplant)

The Columbus State Community College Aviation Maintenance Technology curriculum meets these requirements. It is imperative that each student attend their scheduled classes to meet the prescribed requirements. Aviation Maintenance related training seminars, conferences, or field trips attended by the entire class are considered as part of the class scheduled time.

It is understood that there will be occasions and unexpected events which will prevent you from attending class. For this reason the curriculum has been established to allow the Aviation Maintenance Technology to operate with a 10% absence rule. It is important that you fully understand the implications of this rule and how it will impact you. If you do not meet the requirements of each course in regards to hours of attendance, you will receive a grade of "E" for the course. If conditions exist that cause a class to be rescheduled per the Program Coordinator's approval, that class will be rescheduled by the instructor so that all of the courses scheduled time is offered.

- (a) Each student is allowed to be absent from 10% of the total course time for each course. (Unexcused absence) It is the responsibility of that student to complete any class, lab, or test assignments for the time that was missed.

It is the student's responsibility to schedule time with the instructor to cover the requirements of the course.

- (b) Time away from class for any reason is counted as an absence. If the student goes above the 10% missed time for the course, they will receive a letter grade of "E" for the course.
- (c) Given the following circumstances (Excused Absence), An additional 10% missed time will be allowed but that time must be made up one on one with the instructor.

- **Death of an immediate family member** (spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother in law, or grandparent).
- **Illness of yourself or an immediate family member** (spouse, child, mother, father, sister, or brother).
- **Mandatory Court Appearance**

The preceding circumstances will require documentation in the student file showing a copy of the death notice (from the newspaper listing family

members) or a letter from a doctor (on official doctor or hospital stationery) stating the patient's name, date of consultation, type of illness, the seriousness of the illness, and the time expected for recovery prior to return to class. In the case of a court appearance, a copy of the summons is required.

- **Military required Guard Duty.**

For military duty the student's record must contain:

- a) a set of duty orders for the student;
- b) a letter from the student's commanding officer or duty officer stating what the student will be involved in doing while on duty.

This information will be required before the student leaves for duty. Students actively engaged in aircraft maintenance while on duty will be required to make up assignments only. All other types of duty will require missed time and assignment to be made up.

NOTE Students must attend 80% of scheduled class time to successfully complete a course. Only Excused Absences in excess of the Unexcused 10% missed time can be made up to bring the student to the 90% hours for a course.

NOTE: Deductions in grades for absences or tardiness will be at the discretion of the Instructor for the course.