



MSU Denver at DIME Attendance Policy 2019-20

MSU Denver at DIME students are studying as part of a unique 'cohort model' and full attendance is expected in **ALL** classes. Attendance is a key part of becoming both an undergraduate student and a professional in the music industry. Students who have a valid reason for missing class must follow the below procedure:

1. Students are responsible for notifying their Class Instructor of any absence from any scheduled activity. If the student has a personal issue that they do not want to discuss with their instructor, they can inform the Student Services Coordinator. To have the absence authorized and not count against their overall attendance score, students must fill out an 'Absence Request Form' available at Reception or on the MY DIME website. Students must get the form signed off by the instructor of the missed class. **PLEASE NOTE:** Students can request authorized absences retrospectively.
2. Instructors are responsible for following up with students with poor attendance. The Student Services team also monitor student attendance on a weekly basis and will contact students when they have missed class to request that they complete the absence request form. Attendance is monitored overall, and in each class. Students' whose attendance falls below 85% overall, or below 85% in a particular class will be required to attend an absence tutorial with the Student Services Team.
3. If the student does not attend the absence tutorial, or if their attendance does not improve following the absence tutorial, the student will be required to attend a second absence tutorial with the Campus Manager.
4. Students whose pattern of attendance does not improve following this meeting may have their grade reduced.
5. In conjunction with the DIME Student Engagement Policy, students who have poor attendance without explanation may be precluded from involvement in additional



activities at MSU Denver at DIME (for example: End of Semester showcase, DIME Sessions).