



## ENROLLMENT POLICY

### ATTENDANCE

1. Students enrolled in the Adult Education Program are expected to attend all scheduled classes. Instructors will keep daily records of student attendance.
2. Students must attend at least 80% of all classes during any given month.
3. Students who exceed that number of absences will be dropped from the class roll.
4. To drop students for excessive absences, the instructor will submit a "Notification of Drop" to the Director, who mails a copy of the form to the student.
5. If unable to attend classes regularly, students should request to be withdrawn from the program.

### STANDARDS OF PROGRESS

6. All students enrolled in Adult Education classes must be making academic progress. Any student who attends class, but who does not demonstrate effort and is not academically productive, will be dropped from the program. Students will NOT be allowed to be idle during instructional time.

### STUDENT NONCOMPLIANCE

7. Students will be dropped for noncompliance. It is expected that students will work cooperatively with the teacher, staff members, and with other class members. Uncooperative students will be dropped from the roll.

### REINSTATEMENT

8. After being dropped from the program, the student must wait 90 days before requesting reinstatement into the program. In order to reenter the program, the student will have to request reinstatement.
9. If the request for reinstatement is granted, the student may then be placed on a waiting list. Reinstatement will be on a space available basis. All first time entering students will be given priority and will be allowed to enter before students who request reinstatement.
10. You are NOT guaranteed a space in class once you have been dropped.

*I have read and understand the Wallace College Adult Education Program Enrollment Policy.*

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Student Signature

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Date