

AJA@™STC

Frequently Asked Questions

- 1. Question:** Is it an excused absence for the purpose of calculating the AJA@™STC Attendance Percentage **when a student is ill, injured, or has a medical appointment?**

Answer: Excused absences include approved State Tech functions, jury duty, military obligations, and death in the student's immediate family. Illness, injury, and medical appointments are not excused absences for the purpose of the Attendance Percentage. This works just like it does in the high school A+ program and in the workplace:

- When employers calculate their organizations' absentee rates, they include all of the days that employees are not at work due to illness, injury, medical appointments, and other reasons.
- However, when an employee is absent from work due to legitimate illness, injury, or a medical appointment, it typically does not affect his/her job performance evaluation except in extreme cases.

Likewise, medical-related absences affect the student's Attendance Percentage, but not necessarily the Academic Grade. However, each instructor may handle differently how absences affect the Academic Grade.

There will be times when a student has to miss class(es) because the student or a family member are ill, injured, and/or have a medical appointment that can't be scheduled before or after classes. When that happens, the student needs to communicate with his/her instructors right away and ask to make-up missed work to minimize the impact on the Academic Grade. Note that the opportunity to make-up class work is not available in some classes.

- 2. Question:** Is it an excused absence for the purpose of calculating the AJA@™STC Attendance Percentage **when a student is absent for the birth of his/her child?**

Answer: No. Because child birth is a medical-related absence, it is not excused for the purpose of calculating a student's Attendance Percentage. See above. Again, the student needs to communicate with his/her instructors right away and ask to make-up missed work to minimize the impact on the Academic Grade. Note that the opportunity to make-up class work is not available in some classes.

3. **Question:** Does the instructor have discretion to **change the definition of excused absences**?

Answer: For the purposes of the Attendance Percentage, NO. For purposes of the Academic Grade, YES.

4. **Question:** Is it an excused absence when a **student is not required to attend lab** on a given day because his/her current lab assignment is completed?

Answer: When a student is not required to attend a given lab, the student is excused so that it doesn't affect his/her AJA@™STC Attendance Percentage.

5. **Question:** What is the definition of the student's "**immediate family**" for the purpose of an AJA@™STC excused absence?

Answer: The definition of "immediate family" includes spouse, child, parent (including step-mother or step-father), spouse's child or parent, sibling, grandparent or grandchild, spouse's grandparent or grandchild, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt, uncle, great-aunt, great-uncle, other members of the student's household, State Tech employee, or fellow student.

6. **Question:** How many days is a student excused to attend a **family funeral**?

Answer: It depends on each specific situation. Instructors take into account the relationship of the deceased person to the student as well as the location of the services and the student's responsibilities regarding the estate. For example, if a student's mother dies in Arizona and he/she is the executor of her estate, the student would need more leave than if his/her mother died in Linn and the student needs to help sort through her assets. In any case, the student is required to provide instructors with a copy of a program from the services.

7. **Question:** How are the AJA@™STC Job Readiness Work Ethic Score and Attendance Percentage calculated when a **student withdraws from a class after the withdrawal deadline** for that semester and an Academic Grade is assigned for the course work completed?

Answer: In the workforce when an employee resigns from a job, his/her attendance and job performance records end on the last date of employment. The Job Readiness Work Ethic Score and Attendance Percentage are treated the same way for a student who withdraws from a class after the withdrawal deadline; the student will receive his/her Job Readiness Work Ethic Score and Attendance Percentage as of the date of withdrawal from the class.

Note: When a student withdraws from a class before the withdrawal deadline for that semester, he/she will receive an Academic Grade of "WD" and the student will not receive a Job Readiness Work Ethic Score and Attendance Percentage for that class.

8. **Question:** How are the AJA@™STC Job Readiness Work Ethic Score and Attendance Percentage calculated and reported when a student is unable to complete a class and is eligible to receive an **Incomplete "I" grade** for the Academic Grade?

Answer: When a student is eligible for an Incomplete "I" grade, the Job Readiness Work Ethic Score and Attendance Percentage are calculated and reported as of the date the student was unable to continue with the class. That gives the most accurate representation of his/her class record to date. When the instructor submits the Academic Grade change to change the incomplete "I" grade to a letter grade, he/she may also change the Job Readiness Work Ethic Score and/or Attendance Percentage based on whether the student completed all of the course work and attended any meetings with the instructor that were established as requirements to finalize the course work.

Note: Please refer to the current College Catalog for more information about Incomplete "I" grade eligibility and procedures.

9. **Question:** How are the AJA@™STC Job Readiness Work Ethic Score and Attendance Percentage calculated when a **student adds a class after the class begins?**

Answer: In the workforce an employee's attendance and job performance records begin on the first day of employment. The Job Readiness Work Ethic Score and Attendance Percentage are treated the same way for a student who adds a class after it begins; the student's Job Readiness Work Ethic Score and Attendance Percentage calculations begin with the first class session after he/she enrolls in the class.