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## Alandi Ayurvedic Gurukula Academic Policies

**Attendance:**

* A student is allowed two excused absences per semester for a 15 weeks class (shorter classes may allow 1 or 0 absences). To obtain excused absences, students must pre-arrange their absence by filling out an Excused Absence Form. Students must coordinate with their teacher to make up the missed material, as well as obtaining handouts, copying a fellow student’s notes, and listening to any available recordings.
* A third absence will result in a lowered grade, even if the first two absences were excused. More than three absences result in failing the class even if the first two absences were excused. However, if there are extenuating circumstances such as major illness or a family emergency, the teacher may, at her/his discretion, provide a remedial action such as a project that covers the same material. This remedial action may involve the student being required to pay an additional fee so that the teacher or a designated graduate or senior student can tutor them on the missed material.
* Attendance via live Internet is not considered an absence. Please contact your teacher and another student as soon as possible if you need to attend by live Internet on a particular day. (For more detail, see Live Internet Agreement).
* For emergency or last minute absences, please email your teacher, fellow students and the office as soon as possible.
* Unexcused absences are not acceptable in this program. A student who has three unexcused absences may be terminated from the program.
* Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student’s withdrawal. The Leadership Team will assign remedial measures to make up the missed material, which may include paying a graduate for tutoring in the topics missed.

**Punctuality:**

Students and Faculty are required to arrive no less than ten minutes before the start time of their class. In the spirit of *Kula* or family all students are expected to help prepare for class. Students must be in their place ready to begin class at the exact time the class is scheduled to begin. This is a necessary courtesy to your teachers and fellow students. In a small group setting, late arrivals are disturbing to all. For an excused late arrival, please contact your teacher and notify the office. Three unexcused late arrivals equals an unexcused absence.

**Snow days:**

The gurukula will have snow days when Boulder Valley School District calls for one. Please listen to the radio or check online on snowy mornings to hear of closures. During snow days all classes will proceed ahead via live Internet. Any students able to attend in person are requested to do so.

**Homework:**

All homework is due at the time indicated by your instructor. Late homework must be approved by the teacher and turned in no later than two weeks after the end of that semester.

**I have read and understood these policies**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**