APG Senior Leadership Cohort Attendance Policy

An attendance policy is essential to ensure all graduates fully meet the requirements of this program. There are 19 full day sessions and 6 half-day sessions of Cohort, totaling 21 classroom days. Participants are not to miss more than the equivalent of two classroom days or 16 hours (totaling all absences to include partial days) in order to graduate.

If a participant has a unique situation in which they will be absence for more than a total of two days, they may request approval for the absence through the Cohort Program Manager (Maria Layton). The Cohort Program Manager, along with the OPM Education Program Director (Cynthia Dewey) will consider the request for approval if the following conditions are met:

1) All assignments are up to date,

2) Coaching sessions are being completed,

3) Organizational visits are on track,

4) The participant is playing an active role in their community-based project,

5) The participant has arranged to catch up/make up the work missed with the Cohort Director

6) Absences are not excessive or indiscriminate.

If absences have exceeded beyond two classrooms days and the participant has not met the conditions as outlined above, a recommendation will be made to the SES sponsor for the participant to be removed from the program and not graduate.