Specialized MBA Program Attendance Agreement Form

Overview of the Hybrid Model: The **CSUSM Specialized MBA Program** follows a **hybrid instructional model**, combining both in-person and virtual learning. In this model:

- Students attend a blend of in-person and virtual class sessions to maximize flexibility and learning outcomes.
- Each 5-week course meets **twice weekly**, with students required to attend a minimum of **60% of class sessions in person** and permitted to attend up to **40% of sessions virtually**.
- The hybrid model is designed to provide students with the benefits of face-to-face interaction while accommodating the convenience of virtual participation.

Attendance Policy:

1. **In-Person Attendance Requirements:**
    - Students must attend at least **60% of the scheduled class meetings in-person** for each 5-week course. In-person attendance is crucial for active engagement in discussions, team activities, and collaborative learning. **Faculty may choose mandatory in-person class times**.
2. **Virtual Attendance Requirements:**
    - Students may attend up to **40% of the class sessions virtually**, under the following conditions:
        - **Camera Policy:** Cameras must remain **on at all times** during virtual sessions to facilitate active participation and engagement.
        - Students must actively engage in discussions, group activities, and other classroom interactions during virtual sessions.
        - A reliable internet connection is the responsibility of the student. Disruptions due to connectivity issues may affect attendance records if participation is hindered.
3. **Participation Expectations:**
    - Whether attending in person or virtually, students are expected to be prepared, present, and actively involved in class activities.
    - Instructors may require additional forms of participation, such as polls, breakout rooms, or chat interactions during virtual sessions.
4. **Tardiness and Early Departure:**
    - Arriving late or leaving early—whether in person or virtually—will result in partial attendance and may count against the minimum in-person attendance requirement.
    - Repeated tardiness or early departures will be addressed on a case-by-case basis and may impact final grades.
5. **Absences:**
    - Students are required to notify instructors in advance if they anticipate missing a session.
    - Absences beyond the allowable 40% virtual attendance may result in academic penalties, unless accompanied by documented extenuating circumstances.

Compliance and Acknowledgment:

I understand and agree to the attendance requirements outlined above for the CSUSM Specialized MBA Program. I acknowledge that attendance is a key component of the hybrid instructional model and commit to meeting the expectations for both in-person and virtual participation. I understand that failure to comply with these requirements may negatively impact my academic performance and standing within the program.

Print Name: _____
Student Signature: _____
Date: _____