

Academic Excellence Workshop Policy



A workshop must have a minimum of 5 MEP/MSP students to commence and no more than 15 students total enrolled.

- Additional students will be placed on a waitlist, with priority given to MEP/MSP students. To put your name on the waitlist, go to the MEP Office (E208).
- Students who are enrolled in the correct recommended section of the course will have first priority in the workshop.
- Should the attendance in any workshop drop below five students, the workshop will be cancelled immediately.
- Any student that cannot attend the full 2 hours/2 days for a workshop that is at capacity (15 students total) will be ineligible to attend the workshop.

Non-MEP/MSP students must wait until after the 3rd workshop session to be added to a workshop, if there is space available.

- You must put your name on the waitlist in the MEP Office (E208) to be eligible for the next available spot. You will be contacted via email when and if there is space available. Remember, priority is given to MEP/MSP students.
- Any MEP/MSP student attempting to attend the workshop but whose name is not listed on the workshop roster **must** report to the MEP Office (E208) to enroll in the workshop, if there is room. The student will be asked to complete a contract and review the workshop rules.
- The student will then be given signed permission by the MEP Office to return to the workshop. If there is not room in the workshop, the student may sign up on the waitlist.

Workshop Students are only allowed 3 absences for the entire semester .

- Whether they are excused or not, any more than 3, that student is not allowed to return to that workshop. Tardies count at 1/2 absence.
- MEP/MSP students will have until the 3rd workshop session of the semester to claim their space in that workshop. If they do not attend by the 3rd session, they will lose their spot to a student on the waitlist.



A complete list of rules is located on the Workshop Contract