



Mendocino College
High School Equivalency Program

Top: High School Equivalency Program (HEP) Students
From: HEP Interim Director Minerva Flores

This letter is to inform you of student responsibilities when participating in HEP:

1. Student attendance is necessary in order to successfully complete GED coursework in order to successfully complete GED coursework as well as administered GED examinations. Student are also obligated to participate in the end of the year ceremony in which they will receive a certificate of completion.
2. Student attendance is required even if the student completes all examinations. Only when the student successfully passes the GED subject tests with a satisfactory score, can the student cease from attending classes.
3. Students can have a maximum of three (3) absences during each month of GED instruction. It is imperative that students attend all class sessions, since important information is covered which will directly influence student performance on administered GED examinations.
4. If a student needs to miss class as a result of illness or outside circumstances, he/she must contact either the HEP office or communicate directly with the instructor prior to missing class if at all possible.
5. If a student continues to miss class without communicating with the instructor, he/she will receive a final call by the director notifying the student of dismissal.
6. If a student is dismissed from the program, he/she can be readmitted by either taking an assessment exam or speaking directly to HEP staff and fill out a reinstatement store.
7. A student can contact our HEP office at 707-467-1026. If there is no answer, please leave a message.
8. Attendance rules and regulations are applicable, per our student contract. If you have any questions, please contact the HEP office.

Full Name _____

Signature _____ Date _____