



## CTLS ATTENDANCE POLICY

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To capture the benefits of the uniquely transnational student body, CTLS classes are small- to medium-sized and are structured to encourage active student participation in class. The distinctive CTLS course contents and methods mean that attendance and active participation in classes is required for your academic success here, and for the success of the program as a whole.

Accordingly, attendance at CTLS classes is mandatory and students are expected to attend classes in-person. In cases where the professor is teaching remotely via Zoom from their home country, students will be expected to participate from the CTLS classroom.

We do understand that extraordinary circumstances can arise that will prevent you from attending a particular class. In such circumstances, you should inform your professor and CTLS administrative staff in advance that you are unable to attend class. You will then either be granted permission to attend class remotely via Zoom or be provided with a recording of the class. If you are permitted to access class in this way, it will be recorded as an attendance.

For administrative reasons, we do not require a doctor's note or other documentation for the first two absences in a full-semester course that meets once a week\* or the first four absences in a full-semester course that meets twice a week. However, individual professors may take unexcused absences into account in calculating the class participation portion of the course grade. This does not mean you are entitled to miss classes. Absences are for extraordinary circumstances only. Thus, we expect you to attend every class unless extraordinary circumstances occur. We will trust in your honor to adhere to this rule.

Any additional absences to the above will require a doctor's note or other appropriate documentation, and the absence may be excused at the discretion of the co-directors.

Should a student miss more than three classes in any full-semester course that meets once a week or more than six classes in any full-semester course that meets twice a week without providing documentation as set out above, they will be withdrawn from the course, and will receive no credit for it. This withdrawal policy is not intended to punish students; rather, it reflects the judgment of the CTLS Academic Council that students cannot secure the academic and other benefits of the CTLS program when they have missed such a substantial part of the course.

\*Please note that a half-semester course that meets twice a week is treated as a full-semester course that meets once a week under these rules.

### Lateness:

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It is a student's responsibility to ensure they arrive to class on time. CTLS grants a 15-minute grace period, allowing for unexpected delays en route.

However, arriving after the grace period three times in a course will lead to the late arrivals (combined) being recorded as one absence.