



## **CTLS Attendance Policy**

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. 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 that you are unable to attend class. 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.

A third absence in a full semester course that meets once a week, or a fifth or sixth absence in a full semester course that meets twice a week, requires a doctor's note or other appropriate documentation, and the absence may be excused at the discretion of the CTLS directors.

Should a student miss more than six classes in any full-semester course that meets twice a week or more than three classes in any full-semester course that meets once a week, he or she will be withdrawn from the course, and will receive no credit for it, *regardless of the reason*. 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.

### **Lateness:**

It is a student's responsibility to ensure he or she arrives 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.