

## CET Attendance Policy

Pre-College Programs

*Brief version: show up, take responsibility, deliver on deadline.*

CET prides itself on the academic caliber of its programs and small class size, both of which require that you be present and engaged out of respect to faculty, to fellow students, and to the learning goals that all are seeking to accomplish.

This means that attendance in CET courses is mandatory. Attendance in non-academic program components that convey important information or support the program's overall curricular goals is required as well. This policy outlines expectations for attendance in CET courses, program activities, and excursions.

### Expectations for Course Attendance

Attendance policies apply equally for in-class and field-based course components.

### Excused & Unexcused Absences

**Excused:** Absences may be excused only in the following cases:

- *Illness.* Your Program Leader determines the documentation necessary to count an illness-related absence as excused.\* Absences related to medical conditions that have been documented and accommodated prior to the start of the program are considered excused.
- *Religious observance.* If you plan to observe religious holidays while abroad, you must identify prior to the start of the program what religious holidays fall during the term. Once you're on site, before classes begin, share this list with your Program Leader. Once approved, you are responsible for sharing the list with your faculty, and arranging for completion of work around the holiday. Any assignments due on the holiday must be submitted the day before it.
- *Extenuating circumstances.* We know that sometimes things happen despite the best planning, and are willing to work with you to ensure your academic success when extenuating circumstances come into play. These may include a death in the family or other serious events beyond your control. Arrangements for absences due to extenuating circumstances are made on a case-by-case basis and are subject to the approval of the Director of Academic Affairs in Washington, D.C.\*

For all excused absences, you are responsible for obtaining missed course content and rescheduling any quizzes or exams. Please know that there may be limits even to excused absences—at a certain point illness or extenuating circumstances may make it difficult for missed coursework to be

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\*Details are provided in the program-specific attendance policy distributed at orientation.

made up. Your Program Leader will alert you if your excused absences are reaching this point and it may be in your interest to consider withdrawal from the course or the program.

**Unexcused:** Any absence not covered by the above categories is unexcused. This includes oversleeping, family visits, or any other reason—you need to plan for these eventualities and allow adequate cushion to avoid them.

You receive a zero for participation and for any assignments, quizzes, and presentations on the day of class that you miss. You are not permitted to reschedule or make up work for unexcused absences. Please note that you must alert your Program Leader in the event of an absence, whether or not the absence is excused.

## Pre-College Programs

### Summer Programs

The following attendance requirements are *based on missed classes, per course*.

- *1 unexcused absence.* Consequences are academic: zeros for participation and any missed assignments, tests and quizzes, and/or presentations.
- *2 unexcused absences.* The consequences become more than academic: you receive a written warning.
- *3 unexcused absences.* Your parent or guardian is notified that you are at risk of failing the class.
- *4 unexcused absences.* You automatically fail the course. If you fail the course, you may be dismissed from the program.

### Semester Programs

The following attendance requirements are *based on missed classes, per course*.

- *1 unexcused absence.* Consequences are academic: zeros for participation and any missed assignments, tests and quizzes, and/or presentations.
- *2 unexcused absences.* The consequences become more than academic: you receive a written warning.
- *3 unexcused absences.* Your parent or guardian is notified that you are at risk of failing the class.
- *4 unexcused absences.* You automatically fail the course. If you fail two courses, you may be dismissed from the program.

## Participation

Attendance is a component of the participation grade, but not the only one. Participation means:

- Arriving punctually, both before class and after break, and staying for the duration of the class. Tardiness will negatively affect your participation grade.\*
- Coming to class prepared, having done the assigned readings.
- Contributing actively to class discussions, and/or showing active listening and engagement.
- Following classroom policies related to cell phone and laptop use, food consumption, and other expectations for respectful behavior.\*

## Exams, Assignments, and Content

As noted above, but reiterated here for emphasis:

- You are responsible for all class content missed due to absence.
- Assignments may not be turned in late, except in the case of excused illness.
- For religious observance or other excused absences approved in advance, assignments are to be turned in before the scheduled approved absence.
- For excused absences, it is your sole responsibility to reschedule with the professor any quizzes or exams planned for that day; if you fail to reschedule a quiz or exam within a week of the absence, you receive a zero for it.
- For unexcused absences, assignments are not accepted late and quizzes and exams cannot be rescheduled; you receive zeros for any assignments, quizzes, and exams you missed.

## Expectations for Program Attendance

### Orientation

Program orientation delivers important, essential information to equip and prepare students for a successful term abroad. Attendance at all required orientation sessions and activities is mandatory. Absence, tardiness, or early departure from orientation sessions may incur disciplinary sanctions.

### Beginning and End Dates

A tremendous amount of thought and planning goes into the development of the program calendar. Each element of it has purpose and value. You are expected to arrive on time and to depart no earlier than the last day of the program. Late arrivals or early departures may incur disciplinary or academic penalties. You will not be permitted to reschedule exams, assignments, or presentations to accommodate departures prior to the program end date, except in the case of extenuating circumstances approved by the Director of Academic Affairs in Washington, D.C.

### Required Program Activities

Our academic programs make use of intentional scaffolding of excursions, curricular, co-curricular, extra-curricular components to promote rich, multi-dimensional learning.

Curricular components, including field-based course components, are covered by the course attendance policies. Attendance requirements for co- and extra-curricular activities are determined and communicated by onsite staff. \*