

CET Attendance Policy

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 Traveling Seminars.

Expectations for Course Attendance

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

Direct-enroll courses are exempt from this attendance policy. Though CET works closely with host institutions to ensure commensurate academic policies, direct-enroll courses are ultimately subject to the attendance requirements of the host university.

Excused & Unexcused Absences

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

- *Illness.* Your Academic Director 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 Academic Director. 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

Detailed information for areas indicated by an asterisk () is provided in program-specific attendance policies.

made up. Your Academic Director 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 transportation disruptions due to strikes or weather, 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.

Content & Intensive Language Programs

Content Programs

The following attendance requirements are *based on missed classes, per course*. They are predicated upon contact hour calculations for 3- and 4-credit courses; 6- and 8-credit courses are managed proportionally.

- *Up to 2 unexcused absences* (1 for 3-hour weekly seminars). Consequences are academic: zeros for participation and any missed assignments, tests and quizzes, and/or presentations.
- *3 unexcused absences* (2 for 3-hour weekly seminars). The consequences become more than academic: you receive a written warning.
- *4 unexcused absences* (3 for 3-hour weekly seminars). Your home school is notified that you are at risk of failing the class.
- *5 unexcused absences* (4 for 3-hour weekly seminars). You automatically fail the course.

If you fail two courses, you may be dismissed from the program.

Intensive Language Programs

The following attendance requirements are *based on missed hours of class*, predicated upon contact hour calculations for the total intensive language curriculum.

- *0-6 hours of unexcused absence:* No disciplinary sanction, though absence from class may have academic consequences.
- *6 hours of unexcused absence:* You receive a written warning from the Academic Director.
- *9 hours of unexcused absence:* Your university is notified that you are at risk of failing the class.
- *12 hours of unexcused absence:* You automatically fail the course.

If you exceed the permitted level of absences, 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 curricular, co-curricular, and 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.*

Traveling Seminar

The Traveling Seminar—for programs that include it—is an integral academic and experiential component of the program overall. Full participation is expected, and for key elements of the Traveling Seminar, may be required. Attendance requirements for Traveling Seminar components are determined and communicated by onsite staff.