

CET Attendance Policy

CET believes that students are responsible for their own successful participation in a study abroad program. Achieving our shared goal of academic excellence requires all students and instructors to be present and engaged in each of the intentionally planned academic components of the study abroad experience (class, orientation, field study course components, internship placements, traveling seminars, co-curricular activities, etc.). Our programs are designed to be conducted in person to maximize learning in the context of the local setting. At the same time, we understand that sometimes students have legitimate need to miss class and we trust students to do this in a mature, responsible manner. This policy outlines expectations of attendance and consequences of excessive absence. Your course syllabi will have additional information as well.

CET's expectations of academically successful students:

- Arrive on the indicated arrival day, attend all orientation and required activities, and depart no earlier than the last day of the program.
- Attend every class meeting on time and be prepared with the assigned work and remain in class for the duration of the class period.
- Proactively communicate with professors about personal absences as far in advance as reasonably possible, but no later than the start time of the missed class.
- Create a plan for independently learning all missed course content (regardless of the reason for missing).
- Complete all requirements throughout the course by the stated due dates.

CET does not distinguish between excused and unexcused absences. If a student misses a class or required activity for any reason (physical/mental illness, religious observance, family emergency, or other), it is considered a personal absence. The following chart outlines the quantity of personal absences allocated to students and the corresponding outcomes for all CET programs.

CET Course Absence Guidelines

Cumulative absences as % of course contact hours*	Outcome
10%	Check-in with on-site staff
20%	Reduction of final grade by 10% (one letter grade) and home school notification
30%	Failure of course with home school notification

* Actual number of course contact hours equivalent to these thresholds vary. Please refer to the term-specific syllabus.

Making Up Work due to Absence

The determination of whether a student can make up coursework missed due to a personal absence depends upon their notifying the instructor of the class to be missed in advance of the absence. Students should communicate in writing with their instructor (via Canvas), who will follow up with them regarding the process for making up a missed in-class assessment. **If a student does not inform their instructor in advance of a personal absence (for any reason), they will not be able to make up missed work occurring during that class time. When granted, make-up assessments may be a different version and/or format than the original and must be completed within one week of the original assigned date.** Some types of coursework may not be reasonably made up, such as group projects or presentations. Additionally, a personal absence may negatively impact a student's participation grade for that class period. This policy applies to regular class meetings (not exam weeks).

Extenuating Circumstances

CET defines 'extenuating circumstances' as an event beyond the student's control (such as a prolonged personal illness, a death in the family, or other serious unanticipated situation). If a student has reached their allotment of personal absences (up to the 20% threshold) and is facing additional absence due to an extenuating circumstance, the student should communicate with the on-site Academic Director. All exceptions for extenuating circumstances are subject to the approval of the CET Director of Academic Affairs. At a certain point, even extenuating circumstances may make it difficult for missed class content or other activities to be reasonably made up. This will vary by course but will not exceed the equivalent of 45% of the total course contact hours, including related required academic activities.

Attendance Accommodations

In the case of a documented learning, physical, or mental accommodation impacting class attendance, including accommodations that specify flexible attendance, reasonable absence parameters for individual courses will be documented in the CET Academic Accommodations Agreement that is developed in conjunction with the student and their Academic Director and/or professors prior to the start of classes. Even in the case of flexible attendance, CET does not permit personal absences exceeding 45% of the total course contact hours.

Direct-enroll courses are exempt from this Attendance Policy. Direct-enroll courses follow the attendance requirements of the host university.