

ATTENDANCE POLICY 2022-23

Presence at CEU is required throughout term time, regardless of the allocation of classes and exams in the schedule. Students should be available for BA events, such as Town Halls and career workshops, from Monday to Friday during teaching hours and should not plan travel on those days during term time. As per the Students Rights, Rules and Academic Regulations policy, prolonged unjustified absence can lead to termination of studies.

Instructors are responsible for keeping track of attendance. Unless otherwise indicated in the syllabus, the attendance policy is as follows (instructors can opt to be stricter and will indicate their attendance rules in the course syllabus):

Regular in-person class attendance is a precondition for course completion. Students may miss up to two 60-minute blocks of class time, unexcused, per course. Students who miss more than this cannot receive a passing grade. Under special circumstances students may request an exception to this rule.

In justified cases (for example, health reasons, funerals, residence permit-related appointments, etc.), permission for absence should be requested in advance and the following steps should be taken to request permission for absence:

1. The student should fill out the form found here: [Excused Absence Form \(office.com\)](#). In the form students should provide the following information:
 - a. Date(s) of absence
 - b. Class(es) being missed
 - c. Explanation of absence
 - d. Relevant documentation (e.g. doctor's note if sick for more than two days; confirmation of MA35 appointment).
2. The student is also responsible for writing to the instructor (with the Academic Advisor copied in) to make arrangements about make-up options as necessary. Students are responsible for ensuring that they are up to date with course content missed during their absence.

The Academic Advisor will then email the student to confirm whether the absence is excused.

In the event of an unexpected last-minute inability to attend class, students should make a good faith effort to communicate this to their professors in advance of the class or as soon possible. Students should inform both the Academic Advisor and the relevant instructor(s) via email.

For singular unexcused absences (e.g. personal appointments, non-urgent family reasons), students do not need to fill out the form, but are encouraged to inform their instructors directly.

Students unable to attend class for extended periods due to mental health reasons should contact whomever they feel most comfortable sharing the information with (the relevant course instructor, the Academic Advisor, the Program Coordinator, or the Program Director). Students are reminded that they can also always seek advice and counselling from the CEU Psychological Counseling services: <https://www.ceu.edu/info-current-students/health-care/medical-services/counseling>.