BA Attendance Policy and Procedure AY 2020/2021

ATTENDANCE POLICY

"Presence at CEU is required throughout term time, regardless of the allocation of classes and exams in the schedule.

Regular class attendance is a precondition for course completion. Students who miss three or more classes, either excused or unexcused, per course cannot receive a passing grade. Under special circumstances students may request an exception to this rule.

In justified cases (for example, extenuating family circumstances, funerals, etc.) permission for absence should be requested in advance, in writing (via email) to the program coordinator. Instructors may request further documentation and may consult with the Program Head to arrive at a decision about whether an absence should be excused. Leave requests for more than two working days are subject to approval by the Head of Program. Students are responsible for ensuring that they are up to date with course content missed during their absence.

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." (BA Student Handbook, p. 7-8)

ATTENDANCE PROCEDURE

If a student is going to miss class, they must write and email to the program coordinator and include all instructors whose courses are affected.

If the student will miss class for health reasons (e.g. they are unwell or awaiting COVID test results), the coordinator acknowledges the request in an email to the student with the instructors in cc. Instructors do not need to reply to the student unless they wish to do so.

If the student will miss class for a non-health related reason (e.g. a flight was rescheduled, or they have a non-medical appointment), the instructor should reply determining evaluating the absence as approved or not.

Online course etiquette

Please see the following information, which can also be found on page 16 of the BA Student Handbook:

1. Be polite and kind, respect yourself, respect others and respect the online environment.

2. Remember that we are still learning and interacting with cultures around the world. Dress appropriately, as you would in a university classroom.

3. Sit in a well-lit space and be mindful of what things in your home may be in view of the camera.

4. Students should only have applications and resources open as directed by the course instructor.

5. Pause before you respond to make sure your classmate or instructor has finished talking.

6. Being in an online conference is like being in class. Contribute to the learning environment, and don't make distracting noises or movements.

7. Please keep your video on in order to enable better communication with course instructors and classmates. If you are experiencing internet problems, please let your instructor or TA know and turn off the video. ***Cameras may only be turned off with express permission of the instructor**

8. Mute yourself when you aren't speaking.