



CTLS Attendance Policy

To capture the benefits of the uniquely transnational student body, CTLS classes are small- to medium-sized and are structured to encourage active student participation in class. The distinctive CTLS course contents and methods mean that attendance and speaking in classes is required for your academic success here, and for the success of the program as a whole.

Accordingly, attendance at CTLS classes is mandatory. Students may only miss two classes in a full-semester course that meets once a week or four classes in a full-semester course that meets twice a week without a doctor's note to explain their absence. Any additional absences after this for extraordinary circumstances, such as a death in the family, should be communicated as soon as possible to the instructor, and may be excused at the discretion of the co-directors.

Should students miss more than 6 classes in any full-semester course that meets twice a week or more than 3 classes in any full-semester course that meets once a week, they will be withdrawn from the course, and will receive no credit for it, whether or not they have a doctor's note or have experienced other extraordinary circumstances. This withdrawal policy is not intended to punish students; rather, it reflects the judgment of the CTLS Academic Council that students cannot secure the academic and other benefits of the CTLS program when they have missed such a substantial part of the course.

Lateness:

It is a student's responsibility to ensure they arrive to class on time. CTLS grants a 15-minute grace period, allowing for unexpected delays en route.

However, arriving after the grace period more than three times in a course will lead to the late arrival being recorded as an absence.