

5. Attendance Policy

Syracuse Academy is recognized for the high academic standard of its programs and the limited number of students per class. These factors necessitate the presence and active engagement of students, in acknowledgment of the faculty's efforts, the collective educational aspirations, and the respect owed to peers.

Consequently, Syracuse Academy mandates attendance in all courses and program components that are crucial for disseminating vital information or supporting the overall educational objectives. This document delineates the attendance requirements for courses, program activities, and Traveling Seminars within the Academy.

Course Attendance Expectations

The attendance policy uniformly applies to both in-class sessions and field-based activities. However, direct-enroll courses are not subject to this attendance policy.

Syracuse Academy and its partner universities consider attendance and punctuality mandatory, therefore students are responsible for familiarizing with the specific attendance policy for their program and following all procedures accordingly. Attendance policies usually outline regulations on the following:

- **Class registers.** Most programs require students to sign a class register on a daily basis as the official record of student attendance. It is the student's responsibility to sign the attendance register personally at the beginning of class. Students are forbidden from signing in for anyone else or altering the register in any way. This constitutes an academic violation and will be reported. If no register is required, it is recommended to have a class roster to track attendance.
- **Absences.** A number of allowed absences during the course is set based on the duration of the program, with a percentage for each absence beyond the limit stipulated to be deducted from the student's grading total.
- **Tardies.** If a student misses any portion of a class, she or he may be marked as absent or late, upon the faculty member's discretion. In general, three tardies automatically convert to an absence.
- **Make-ups.** An absence occurring on a day that a quiz or exam is scheduled or an assignment is due will result in a zero for that quiz/exam or assignment. Make-ups are permitted on a case-by-case basis for medical reasons, Syracuse Academy or university approved activities, religious observance, job interviews, and/or unavoidable emergencies. Pertinent documentation must be provided.
- **Guests.** Programs do not allow guests in any in-class sessions or site visits.



Categories of Absences

Absences may be excused for illness, religious observance, or extenuating circumstances, with necessary documentation and arrangements made in advance. Unexcused absences, resulting from factors like transportation issues, oversleeping, or family visits, lead to academic penalties. Specific consequences are outlined below for content and intensive language programs based on the number of unexcused absences, escalating from academic penalties to potential failure of the course or program dismissal.

Excused Absences: Absences are considered excused under the following circumstances:

- Illness, with the type and extent of documentation required to validate the absence determined by the Academic Director.
- Religious observance, necessitating students to declare their religious holiday schedules before the program commences, and, once approved, inform their faculty to make necessary work arrangements.
- Extenuating circumstances, recognized on an individual basis, may include family bereavement or unforeseeable events impacting academic commitment. The Director of Academic Affairs must approve arrangements related to such absences.

Students are responsible for catching up on any missed material and rearranging quizzes or exams for excused absences.

Unexcused Absences: Absences not falling into the above categories are deemed unexcused. Reasons such as transportation delays, oversleeping, or family visits fall under this, requiring students to anticipate and mitigate such situations. Unexcused absences lead to a forfeiture of participation points and grades for assignments, quizzes, or presentations missed, with no option for makeup work.

Content & Intensive Language Programs

Content Programs

Content Programs: Attendance policies are defined by the number of missed classes, adjusted for the course's credit hours. Penalties range from academic repercussions for up to two unexcused absences to potential program dismissal for exceeding five unexcused absences, based on the specific thresholds outlined.



- **0-2 unexcused absences.** Consequences are academic: zeros for participation and any missed assignments, tests and quizzes, and/or presentations.
- **3 unexcused absences (or more than 1 for 3-hour weekly seminars).** The consequences become more than academic: students receive a written warning.
- **4 unexcused absences (or more than 2 for 3-hour weekly seminars).** home school is notified that student is at risk of failing the class.
- **5 unexcused absences (or more than 3 for 3-hour weekly seminars).** students automatically fail the course. If students fail two courses they may be dismissed from the program.

Intensive Language Programs:

These follow a structure based on missed classroom hours, with disciplinary actions commencing after six hours of unexcused absence and escalating to automatic failure and potential dismissal for exceeding twelve unexcused hours:

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

A student who exceeds the permitted level of absences may be dismissed from the program.

Participation

Participation grades incorporate attendance but also encompass punctuality, preparation, active engagement in discussions, and adherence to classroom norms concerning technology use and behavior.

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

Reiterating the importance of responsibility for missed content, assignments, and the rescheduling of exams due to excused absences, with no leniency for unexcused absences:

- Students 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; students receive zeros for any assignments, quizzes, and exams missed.

Program Attendance Requirements

Orientation sessions are compulsory, designed to prepare students for their term abroad efficiently. The program calendar is meticulously planned, expecting students to adhere to the start and end dates strictly. Participation in required program activities and the Traveling Seminar, where applicable, is essential, with specific attendance requirements communicated by the staff onsite.

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 large amount of thought and planning goes into the development of the program calendar. Each element of it has purpose and value. Students 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. Students 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.

Required Program Activities

Our academic programs make use of intentional scaffolding of curricular, co-curricular, and extracurricular 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.

Integrated Study Tours

The integrated study tour (IST) –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 IST, may be required. Attendance requirements for IST components are determined and communicated by onsite staff.

