



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

## Academic policies

### Add/Drop, Withdrawal

Students may add or drop a course within the first 2 weeks of class. After the indicated date, no adds or drops will be accepted.

Students may withdraw from a course after midterm exams and by the indicated date. No withdrawals will be accepted after the withdrawal deadline. Students that have not formally withdrawn from a course by submitting the Course Enrollment Modification Form (to be asked to the UCSC International Office) will be expected to take the final exam. In the case of absence for the final the student will receive an automatic Fail, which will be reported on the student Transcript of Records.

### Class Attendance/Absences

Regular class attendance is mandatory. For classes that meet twice a week the maximum unexcused absences are five. For classes that meet once a week the maximum unexcused absences are two. Unexcused absences will have a negative impact on your grade.

If students accumulate more than five or two (see beginning of the paragraph) unexcused absences, students will receive an automatic Fail, which will be reported on the student Transcript of Records.

An excused absence will only be granted if you are seriously ill and can support your claim with a local doctor's certificate dated the day you missed class (therefore you must go to the doctor that same day). Please note that failure to attend your midterm and/or final exam will result in an F grade on that paper/exam.

### Exams

**UNDER NO CIRCUMSTANCE MAY YOU REQUEST TO RE-SCHEDULE AN EXAM.**

Exam dates communicated in the syllabus for the midterm and final cannot be re-scheduled. Should the dates of the final exams be moved for force majeure reasons, UCSC International Office and the Professor will promptly inform students in class and via e-mail on the new date agreed. Unexcused absences to the exams will result in a failing grade.

In cases of unforeseeable circumstances such as illness or injury on the day of the exams, the student must submit a medical certificate and communicate his/her absence to the Professor and UCSC International Office via email prior to the exam. If the student does not justify his/her absence through sufficient documentation and with adequate notice before the test, the student will receive an automatic Failed. Absences for other unforeseeable circumstances will not be accepted and will result in a failing grade. In the case of a take-home or paper, **NO EXTENSIONS WILL BE ALLOWED.**

### Activity Fee

There is a one-time only fee of 45€ (for exchange students). If a student registers for one or more courses he/she automatically agrees to be charged for these cost. The fee is not refundable under any circumstances.

### Transcript, Pass/Fail

Transcripts will be based on the information provided at the time of enrolment and based on any official documentation provided throughout the semester. For any modifications done during registration it is essential that the proper forms be used, sending an email is not sufficient. We also recommend that you submit an Exit form before your departure. UCSC will issue 1 official transcript that will be sent to your home institution or program. You will be able to request additional transcripts only after the first original transcript is issued and received by your home university. All additional transcripts will be mailed to you for a fee. If you are allowed to take a course as Pass/Fail we will need written confirmation from your advisor. Unless we receive such a communication we will issue a transcript using the Italian scale.

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I HAVE READ AND UNDERSTOOD THE ABOVE POLICIES

By signing below, I accept all terms and conditions of this contract .

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_