



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Cattolica International curriculum policies SHORT-TERM PROGRAMS

Schedule

You are requested to be well informed on the course schedule you are enrolled in. Course schedules will be sent to you prior to your arrival by e-mail and will be available on your iCatt page. You are requested to be familiar with the timetable of classes and the locations.

Class Attendance/Absences

Regular class attendance is mandatory. Please consider that Field Trips are considered equal to regular classes and indeed you are expected to attend all the scheduled visits. Given that the Short-Term Programs consist of intense, two-week courses, any missed lesson/trip time will result in a loss of course content and a student's ability to obtain a good performance.

Professors will regularly check on your attendance in class either by using a register or by roll call. Unexcused absences will not be accepted. An excused absence will only be granted if you are seriously ill and can support your claim with a doctor's note presented and dated the day you missed class (therefore you must go to the doctor that same day). Students must notify the Cattolica International Office and the Professor of their illness **prior** to the beginning of the lesson.

In the case of excused absence, it is the students' responsibility to catch up on all the material lost during their absence. Students *may* have access to recorded lectures if they inform the professor in advance of their absence and request that the lesson is recorded. This possibility is evaluated on a case-by-case basis by the professor.

Please note that any other cases of absence will be considered unexcused and may result in a negative impact on your final course grade. The professor may deduct 3 or 4 points from your final grade per unexcused absence.

Withdrawal is possible until the Monday of the second week of each course. This will result in a W and 0 (zero) credits on the transcript. Credits will be granted only upon completion of each course.

Exams

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

Exam dates communicated in the syllabus cannot be re-scheduled. Should the dates of the final exams be moved for force majeure reasons, Cattolica International Office and the Professor will promptly inform you in class and/or via e-mail on the new date agreed.

Unexcused absences to the exams will result in a failing grade in the course.

In cases of unforeseeable circumstances such as illness or injury on the day of the exams, you must submit a medical certificate and communicate your absence to the Professor and the Cattolica International Office via email prior to the exam. If you do not justify your absence through sufficient documentation and with adequate notice before the test, you will receive an automatic Failed. Absences for other unforeseeable circumstances will not be accepted and will result in a failing grade.

Transcript of Records

Università Cattolica will issue 1 official transcript that will be sent to your home institution or program provider. 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.

I HAVE READ AND UNDERSTOOD THE ABOVE POLICIES

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

First Name: _____ Last Name: _____



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Student Signature: _____ Date: _____