International Curriculum Policies

Attendance

Attendance to International Curriculum courses is mandatory and attendance will be taken by the professor during the class.

An *excused absence* is noted in cases of reasons related to **Permit of Stay** appointments, or in the case of **sickness**. In both instances, students must provide evidence that justifies the excused absence **to their professor**, such as a copy of the Permit of Stay appointment receipt, or a **local** doctor's note. In the case a student tests positive for COVID-19, the student should send, as above, a picture of an official certificate, which can easily be obtained by getting tested at a pharmacy.

An *unexcused absence* is noted if students miss class and they do not provide a medical note/ Permit of Stay appointment receipt. Each course syllabus states the percentage (%) of the final grade that is allocated to attendance and participation. Students' unexcused absences, attitude and participation in class will be reflected in the grade given.

For courses that meet twice a week the maximum number of unexcused absences per course is **five**, while for courses that meet once a week the maximum number of unexcused absences per course is **two**.

If students exceed the number of unexcused absences permitted (5 or 2 respectively), the professor, in accordance with Cattolica regulations, may assign an overall fail for the course.

In all cases of absence, you are expected to notify the professor **at least one hour** before the beginning of class. All email addresses of International Curriculum professors are at the bottom of the course outlines found on this page. Please note that students are not expected to utilize the maximum number of unexcused absences. Absence from class not only puts *students* at a disadvantage, buts also affects the learning of their classmates.

Add/ Drop and Withdrawal

Students may add or drop a course within the first two weeks of the course with no repercussions. After the Add/ Drop deadline, no adds or drops will be accepted. The courses in students' study plans after the Add/ Drop deadline are the courses that will show on their final transcript.

To *withdraw* means to officially leave a course after the add/drop deadline. The course will show on the Transcript of Records with a W (worth 0 credits) and should not affect students' average. Students may withdraw from a course after midterm exams during the 'Withdrawal period'. No withdrawals will be accepted after the withdrawal deadline. Students who have not formally withdrawn from a course by submitting the Withdrawal Form will be expected to take the final exam. In the case of absence from the final exam, the student will receive a Fail for the exam. In the case of a withdrawal, students need to make sure that they remain registered for the minimum number of credits expected by their home university as this may impact financial aid conditions, etc.

Exams

Exam dates are communicated in the syllabus for the midterm and final and cannot be re-scheduled if students have a conflicting appointment. If the dates of the final exams need to be moved for any reason, Cattolica International Office and the course instructor will promptly inform students in class and via e-mail of the new date. **Unexcused absences from exams will result in a failing grade.**

In cases of unforeseeable circumstances such as illness or injury on the day of the exam, the student must submit a local medical certificate and communicate his/her absence to the instructor and the Cattolica International Office via email **prior to the exam. If the student does not justify their absence through sufficient documentation and with adequate notice before the exam, the student will receive an automatic Fail for the exam.** Furthermore, previously booked travel/flights on the date of the exam are not considered a valid justification to request a change of date, or a special exam arrangement. Plagiarism and the use of AI software like Chat GPT are against University regulations. Students found to have used such software will be penalized and/or assigned a fail.