



THE CATHOLIC UNIVERSITY OF AMERICA

Rome Campus

Via Marcantonio Colonna 27a

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CLASS ATTENDANCE POLICY

Updated 11 May 2009

All students are expected to attend class, complete the assigned reading and writing assignments on time, and participate and be attentive in class. Course attendance is mandatory. Since the courses are intensive, missing one class constitutes a serious interruption in the instruction. Hence, any unexcused absence or tardiness will negatively affect your grade.

Students may be excused from class for documented illness, emergency, or the *commissariato* visit. The professor must be informed before class or as soon as possible after class and the proper documentation submitted. A maximum of the equivalent of 1 class absence can be excused. Beyond that, they become equivalent to unexcused absences.

Other absences (even if due to travel complications) are not excused.

Being late for class accumulates into an absence: between 15 minutes and 45 minutes late counts as $\frac{1}{4}$ of a class; between 45 minutes and 1 $\frac{1}{2}$ hours late counts as $\frac{1}{2}$ of a class; between 1 $\frac{1}{2}$ hours late and 2 hours late counts as $\frac{3}{4}$ of a class; more than 2 hours late counts as an absence from the entire class. Lateness can either be excused or unexcused. Lateness may be excused if the result of doctors' appointments, appointments with the police, and other health or legal responsibilities.

Unexcused absences will lower your grade. Four absences or more, excused or unexcused, will cause you to fail the course.

Unexcused Absence	Letter Grade Reduction
1	1 step down on the scale below (e.g. from A to A-, B+ to B, etc.)
1 $\frac{3}{4}$	2 steps down on the scale below (e.g. from A to B+, B+ to B-, etc.)
2	3 steps down on the scale below (e.g. from A to B, B- to C-, etc.)
2 $\frac{3}{4}$	4 steps down on the scale below (e.g. from A to B-, B+ to C, etc.)
3	5 steps down on the scale below (e.g. from A to C+, B+ to C-, etc.)
3 $\frac{3}{4}$	6 steps down on the scale below (e.g. from A to C, B+ to D, etc.)

Missing the equivalent of four weeks of class or more, whether for excused, unexcused reasons, or both, is insufficient for the completion of the course. The student in this situation may either withdraw from the course (within the allotted time) or will fail the course.

Grading Scale

Grade	Quality Points	Percentage Equivalent
A (excellent)	4.00	95-100
A-	3.70	90-94.9
B+	3.30	86-89.9
B (good)	3.00	80-85.9
B-	2.70	77-79.9
C+	2.30	74-76.9
C (satisfactory)	2.00	70-73.9
C-	1.70	65-69.9
D (lowest passing)	1.00	60-64.9
F (failing)	0.00	0-59.9