

## PL-TESOL Program Attendance Policy

Attending classes in all PL courses is extremely important for you to learn about the concepts and content presented and discussed during class time. A lot of the program material is also learned through doing activities with your classmates. The PL program therefore has a strict attendance policy that must be followed by all students.

### Lateness

Any student who is more than **five minutes late** will be considered officially late for class. If a student is late **three times**, that student will receive **one absence**.

### Absence

Any student who **does not come to class** or is **over 40 minutes late for class** will be counted as absent. Each absence will affect your final grade as follows:

- 1 absence:** No penalty
- 2 absences:** Your final score in the course will be reduced by 4 points
- 3 absences:** You will receive an **F** as your final grade in the course

In the case of an absence, students are responsible to do the following:

1. Email your professor, *before* the absence if possible, for class planning purposes.
2. Contact a classmate to find out what you have missed in class, get copies of any material that were handed out, and find out about any homework that was assigned.
3. Complete and turn in any work that was due or assigned that day on time.

For excused absences (e.g. illness, emergency such as a car accident, etc.) you need to give a photocopy of an official form (e.g. doctor's note or police report) to a TESOL staff member on the first floor within a week of the absence. Feel free to black out any private information on the form.

### Make-up classes

If you have to miss a scheduled class but would still like to learn the material for that week's class, you may be able to attend that same class when it is taught during the same week at a different time. Please contact your professor to make such arrangements. However, even if you attend the same class during a different time during the week, you will still be counted as absent in the attendance record.