

1. PURPOSE

Students studying at The American University of Paris are expected to attend all scheduled classes and are responsible for understanding specific attendance policies set by faculty members.

2. WHO IS AFFECTED BY THIS POLICY

Undergraduate and graduate students.

3. POLICY STATEMENT

Students studying at The American University of Paris are expected to attend all scheduled classes, and attendance at all exams is mandatory. Students are responsible for reviewing and understanding any specific attendance policy that a faculty member might have set in the course syllabus. The French Department has its own attendance policy, and other departments or professors may do the same. Students are responsible for compliance in all cases. In case of absence, students should contact their professors to explain the situation. The Office of Academic Affairs will excuse an absence for students' participation in study trips related to their courses. A student's arrival at a course meeting more than 10 minutes late may be considered an unexcused absence. In all cases of missed course meetings, the responsibility for communication with the professor and for arranging to make up missed work rests solely with the student. Whether an absence (excused or unexcused) is accepted or not is always at the discretion of the professor or the department. Unexcused absences can result in a low or failing participation grade. Students must be mindful of this policy when making their travel arrangements, and *especially during the drop/add and exam periods*.

4. RESPONSIBILITIES

Students are responsible for attending all class sessions and for communicating any absences to their professors; faculty are responsible for monitoring student attendance in classes.

5. APPROVALS & HISTORY

Last review: November 3, 2017

Next review: November 1, 2020

6. ISSUING OFFICE AND CONTACT

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