

## ATTENDANCE

At RIT Croatia, students learn by interacting with their instructors and colleagues; therefore, it is the policy of RIT Croatia that students **must** attend classes. In most courses, students are allowed one missed class without penalty and absences in excess of one class will lower a student's final grade for that course (specific details will be given by each instructor). Most instructors take off points for every class missed. Most instructors do not accept any excuse, even signed medical papers. If the instructor does not inform students of his or her policy about attendance, students should ask.

If students must miss a class, they should contact the instructor prior to being absent. Students should ask the instructor if they can make up the class and be prepared for the instructor to say no because it is often not possible. In the case of an emergency, the student or a friend or family member must contact each of the student's instructors immediately. If this is not possible, Academic Affairs can be contacted for assistance. The student or someone representing him or her is expected to follow up with the individual instructors for further arrangements and make-up possibilities. In the case of serious or prolonged illness, students should contact the College Ombudsperson to assist them with long-term arrangements.

## MAKING UP MISSED CLASSES

Some, but not all instructors, will allow students to attend another section of a class if they have a good reason to miss their section of the class. If the instructor does not include this information in the syllabus, ask; students should not make the assumption that they can make up a class.

If students are absent, they are still responsible for work due for that class and the next class. It is the student's responsibility to find out what he or she missed from a colleague or the instructor. In-class assignments and tests often cannot be made up. Students should check with their instructors for details.

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