

The Arabic, Persian, and Turkish Language Institute (APTLI) courses are academically rigorous and demanding. Students must have personal discipline, commitment, and implement time management skills to complete their summer course successfully.

APTLI courses are cover a year's worth of material in 8 weeks. Attending class is vital due to the amount of content covered in a single day. Students are expected to participate and engage with course material during all scheduled class times and actively participate in all aspects of the learning process. Attendance is considered mandatory.

Occasionally, students will have reasonable cause to miss class. 'Excused absences' include verifiable medical or family emergencies, illness, or a catastrophic emergency resulting in unavoidable absence. Students are expected to block off time for their classes and make sure no other commitments conflict with that class time.

### **APTLI's attendance policy:**

It is the policy of APTLI that students are expected to attend class every day during the summer due to the intensive nature of the classes. Students with extenuating circumstances must discuss the situation with their instructor and with APTLI administrative staff. Absences, other than illness, will be worked out on a case-by-case basis. Vacation is not a valid excuse for a student to have an extended absence. If a student misses class, it is their responsibility to make up the work and to keep up with the other students in the class.

APTLI's policies regarding tardiness and absence are as follows:

#### **Tardiness**

Up to 30 minutes late (habitual tardiness of less than 30 minutes may also be considered a violation)

1st time = warning

2nd time = grade deduction

3rd time = referred to APTLI staff/possible additional grade deduction

#### **Absence**

Tardiness of over 30 minutes late will be considered an absence

1st unexcused absence = warning + grade deduction

2nd unexcused absence = referred to APTLI staff + grade deduction

Excused and unexcused absences cannot equal more than 2 per semester. Once a student has a 3rd absence, they must speak with either the program director or coordinator.

**NOTE:** An unexcused absence is any absence with no prior approval from the instructor. Unanticipated medical/other emergencies may require additional documentation and approval from APTLI administration in order to be considered "excused."