

ATTENDANCE GUIDELINES FOR ISP

ISP courses are intense and demanding by design. As such, ISP requires high levels of both academic and professional integrity from all students. This is expressed in part by commitment to and attendance at all lecture and laboratory sessions. As academic success and student attendance are inextricably linked, ISP requires all students to arrive to all lectures and laboratory sections on time and to attend for the duration of the class. The provisions in this policy regulate attendance in all ISP courses.

1. It is expected that students attend all lecture and laboratory sessions. To obtain credit for a course a student must be present in class/laboratory a minimum of seventy five per cent (75%) of the time. Note that in all ISP 4-credit, 4-weekend courses, 25% represents a maximum of twenty-two (22) absence hours: maximum of eleven (11) hours in lecture and maximum of eleven (11) hours in laboratory. For a 5-credit, 8-weekend course it represents a maximum of twenty-six (26) absence hours (15 hours in lecture and 11 hours in laboratory). Biochemistry, a 4-credit course with no laboratory, allows a maximum of eleven (11) absence hours.
2. A student's serious illness or a death in the student's immediate family are the only recognized excused absences. Such absences require proper documentation (physician note or obituary) within seven days from the absences. Excused absences are not subjected to any fee for missed quizzes, tests, and exams.
3. Absences, regardless of the reason, do not exempt students from any academic requirements. The student is responsible for all of the work and class/laboratory activities (including, but not limited to quizzes, tests, reports, and exams) he or she misses due to an absence.
4. Absences, regardless of the reason, do not imply assisted make-ups for missed classes and/or laboratory activities. Students are responsible for learning the material missed during the absence. Missed reports may be turned into the instructor within seven days of the missed day. Missed quizzes, tests, and exams (except the final exam) may be taken within seven days from the absence day for a fee, as indicated below. Missed quizzes and tests on the fourth weekend must be completed by the following Wednesday at the time of the final exam. Missed final exam must be taken within ten (10) days from the official scheduled date. Failure to comply with the deadlines for missing reports, quizzes, tests, and exams, regardless of the reasons, will result in "zero points" for the missed assignment.
 - a) Missed quizzes and tests fee: \$160.00 (one hundred sixty dollars) per event.
 - b) Missed exams fee: \$250.00 (two hundred fifty dollars) per event (midterm and final exam).Please note that the fees indicated above also apply to any request to take the final exam at any time and/or day other than the regularly scheduled date and time (Wednesday after the fourth weekend of classes, from 6:00 to 9:00pm). The fee must be paid in advance, for the student to be allowed to take the missed quiz, test, or exam.
5. In order to provide all students equitable opportunity to accommodate any schedule conflicts of educational nature without incurring a fee as indicated in item 4 above, the final exam in all ISP courses is offered in two different days and times: Tuesday from 8:00am to 5:00pm and Wednesday 6:00pm, after the last weekend of classes. Students should send an e-mail to feedback@integratedscienceprogram.com notifying the schedule conflict (ONLY CONFLICTS OF EDUCATIONAL NATURE ARE ACCEPTABLE) no later than seven days before the exam date. Please note that only students who made prior arrangements (until seven days before the exam date) are allowed to take the final exam on Tuesday.
6. Failure to comply with any of the provisions of this policy may result in the student having an "F" on the transcript.

Adopted on 10 / 31 / 2009. Revised on 04 / 21 / 2010.