

Absences

NYU-L has a strict policy about course attendance. **No unexcused absences are permitted.** While students should contact their class teachers to catch up on missed work, you should NOT approach them for excused absences.

Please note that you **must not** make weekend travel plans before attending your classes: you will need to ensure that no make-up classes – or required excursions - have been organised for the semester.

Upperclassmen

Absences due to illness must be discussed with the Assistant Director for Student Life **within one week** of your return to class. You will be asked to complete an Excused Absence Form (which can be obtained from NYU in London staff) and you will also need to produce a valid doctor's note, having sought treatment for the illness.

Absence requests for non-illness purposes must be discussed with the Assistant Director for Academic Affairs **prior** to the date(s) in question – no excused absences for non-illness purposes can be applied retrospectively.

All students

Unexcused absences will be penalized by deducting 3% from the student's final course mark. Students are responsible for making up any work missed due to absence.

Unexcused absences from exams are not permitted and will result in failure of the exam. If you are granted an excused absence from an examination (with authorisation, as above), your lecturer will decide how you will make-up the assessment component, if at all (by make-up examination, extra coursework, or an increased weighting on an alternate assessment component, etc.).

Please note that for classes involving a **field trip or other external visit**, transportation difficulties are never grounds for an excused absence. It is the student's responsibility to arrive at an agreed meeting point in a punctual and timely fashion.

Students are responsible for returning to class in a timely manner if they travel, or if they are hosting guests in London, whether during weekends or at any other time. Please note that NYU in London's resources make it possible to provide only limited support for students' visitors. No reason for absence relating to cancelled or delayed flights qualifies as an excused absence, even when this is not the fault of the student but of the airline or any other external organisation.

In the past, students have asked about early departure from the program at the end of the semester. This will not normally be allowed. Under no circumstances will we allow a student to take a final exam at any time other than it has been scheduled - neither before the other students in the class, nor afterwards. Students must not make return travel plans before the end of the exam week.

Why is the absence policy so strict?

As a responsible, serious student, it's unlikely that the policy will affect you. Like you, NYU in London takes its academic responsibilities very seriously. You are either likely to be in full attendance or have a legitimate reason for your absence - in which case it will be excused. This

policy is only likely to negatively affect someone who does not have a legitimate reason for absence and does not take their studies seriously.

Make-up days

Extra make-up classes are arranged for each class to 'make-up' for the class lost over the fall/spring break period. At the beginning of the semester your professor will arrange the make-up day for each of your classes. **You should not make any travel plans until the make up day(s) for your classes have been arranged.**