STUDENT ABSENCES & COURSE ATTENDANCE

Student Absences
Students are expected to attend all classes unless they have an excused absence: a severe medical issue, family emergency/death, or significant career-related activity. All excused absences are at the faculty member's discretion. Faculty may refer students to their Advising Dean in SIPA Student Affairs for additional support. For career-related activities, students should request to be absent in advance, secure notes from another student, and complete an additional assignment related to the topic for the missed session.

Because MIA and MPA students are expected to complete an internship, and because some internships require students to attend informational activities or interviews, many instructors will excuse students from one class session to participate in such activities or interview for a job.

Instructors must indicate their expectations regarding unexcused and excused absences in their syllabi, articulating clearly how absences will affect a final grade.

If an approved absence results in the rescheduling of an exam, faculty are responsible for scheduling and proctoring the exam and finding a room. Faculty may direct students to the designated make-up final exam day, where SIPA Student Affairs will proctor their exam. This make-up day usually falls on the last day of the final exam period.

Course Overlap
Students at SIPA are generally prohibited from registering for courses with overlapping schedules. However, an exception may be made for foreign language courses to accommodate their irregular timetable. Students should consult their Advising Dean in SIPA Student Affairs for additional information.

Course Attendance
In courses with multiple sections, students are required to attend the section for which they have registered. Students may not register for one section and attend another section's time to avoid course overlap. In limited instances, the instructor may permit a student to attend another section in order to make-up coursework missed due to an approved absence.