



UCSC INTERNATIONAL
VIA CARDUCCI 28/30 - 20123 MILANO
phone: +39 02 7234-5801 fax: +39 02 7234-5806

UCSC ACADEMIC POLICIES SHORT-TERM PROGRAMS

Schedule

You are requested to be well informed on the course schedule you are enrolled in. Course schedule has been sent to you prior to your arrival by e-mail and a hard copy has been given during the orientation event on the first day of the program. You are requested to be familiar with the timetable of classes and the locations.

Class Attendance/Absences

Regular class attendance is **mandatory**. Please consider that Field Trips are considered equal to regular classes and indeed you are expected to attend the visits.

Professors will regularly check on your attendance in class either by using a register to gather your signature or by roll calling.

Unexcused absences will not be accepted. An excused absence will only be granted if you are seriously ill and can support your claim with a local doctor's certificate dated the day you missed class (therefore you must go to the doctor that same day).

Any other absence will not be excused and will result in not being admitted to the final exam, which corresponds to a 0 (zero) in the final exam.

Withdrawal will be allowed up to the Monday of the second week of each course. This will result in a W and 0 (zero) credits on the transcript.

Credits will be granted only upon completion of each course.

Exams

UNDER NO CIRCUMSTANCE MAY YOU REQUEST TO RE-SCHEDULE AN EXAM.

Exam dates communicated in the syllabus cannot be re-scheduled. Should the dates of the final exams be moved for *force majeure* reasons, UCSC International Office and the Professor will promptly inform you in class and/or via e-mail on the new date agreed.

Unexcused absences to the exams will result in a failing grade in the course.

In cases of unforeseeable circumstances such as illness or injury on the day of the exams, you must submit a medical certificate and communicate your absence to the Professor and UCSC International Office via email **prior** to the exam. If you do not justify your absence through sufficient documentation and with adequate notice before the test, you will receive an automatic Failed. Absences for other unforeseeable circumstances will not be accepted and will result in a failing grade.

Transcript of Records

UCSC will issue **1 official transcript that will be sent to your home institution or program provider**. You will be able to request additional transcripts only after the first original transcript is issued and received by your home university. All additional transcripts will be mailed to you for a fee.

I HAVE READ AND UNDERSTOOD THE ABOVE POLICIES

By signing below, I accept all terms and conditions of this contract.

First Name: _____ Last Name: _____

Student Signature: _____ Date: _____