









**Attendance Policy:**

The UTDT has a strict attendance policy. Class attendance and attendance on course-related field trips is **mandatory** and essential for successful completion of the course. Students are allowed only **three (3)** absences per semester and **one (1)** late arrival (subsequent late arrivals count as absences). If students miss a class or a field trip for a medical reason, they must present a medical waiver in order for the absence to be excused. Please note, when students miss a class or a field trip they are still responsible for the material covered. It is their responsibility to ask a classmate for class notes and then, after reading them over, see the professor in a timely manner with any questions on the material.

**Religious Observance:**

Some students may wish to take part in religious observances that occur during this academic term. If a student has a religious observance that conflicts with his or her participation in this course, they must advise the professor before the end of the second week of the term to discuss appropriate accommodations.

**Accommodations:**

Any student with a documented visible or non-visible disability who may need particular accommodations in class or on exams, must advise the professor before the end of the second week of the term to discuss appropriate accommodations.

**Please Read Carefully:**

Personal obligations which may include, but are not limited to: travel study, conferences, participation in club sports, internships, training, employment, scheduled medical or dental appointments or procedures, other examinations, interviews, personal events such as family weddings, anniversaries or vacations, will NOT be considered as excused absences for midterm exams or the final exam. **If you miss an exam for ANY reason other than a documented legal or medical emergency, you will receive "0" on that exam. There will be no exceptions to this policy.**

If the midterm is missed due to a documented legal or medical emergency of your own, you must present the appropriate documentation to your instructor no later than 48 hours after the absence. No documentation will be accepted after 48 hours. Permission to make-up the midterm exam is given solely at the discretion of the Program Director.

**ACADEMIC INTEGRITY**

As a student and member of the University community, you are expected to demonstrate integrity in all of your academic endeavors. You are evaluated on your own merits. As specified by University policy, violations or attempted violations of academic dishonesty include, but are not limited to: cheating, fabrication, plagiarism, multiple submissions, or facilitating academic dishonesty (See University of California Policies Applying to Campus Activities, Organizations, and Students, 102.01). Violations of the academic integrity policy are not acceptable and will not be tolerated. For more information, please visit: <http://www.deanofstudents.ucla.edu/students.html>