NEW YORK SUMMER INTENSIVES
2013 POLICIES

Attendance and Workload Policy

The summer courses at Lang are academically challenging and demanding. Students attend classes Monday through Thursday for four hours a day. Attendance is mandatory. Field trips and on-site visits may be included during class time or assigned for homework. Out-of-class work, which is assigned daily, is a substantial part of the course. All courses require regular attendance and active participation. Students who do not meet course expectations may be asked to leave. Students are responsible for all costs incurred from an early dismissal from the course.

Students are expected to attend classes regularly, arrive promptly and to comply with the standards stated in course syllabi. Students who must miss a class session should notify their instructor and arrange to make up all missed work as soon as possible. Full participation is essential to successful completion of course work and enhances the quality of the educational experience. Faculty members may fail any student who is absent for a significant portion of class time. Excessive absence is defined as missing two full days of class or four sessions during the course. Attendance is closely monitored by instructors to determine that students maintain consistent attendance. After two absences, a student will be required to meet with a program advisor to discuss continuing in the course. In the event of a third absence, the student may be issued a dismissal warning. After a fourth absence, the student may be asked to leave the course. No refund will be issued, and university housing must be vacated immediately. If a student is absent for more than two full days of class with any type of sudden illness, previous condition or injury they may be asked to leave the course. No refund will be issued, and university housing must be vacated immediately. This applies in cases of verified illness, family and all emergency situations.

Lateness Policy

Classes begin promptly. Students are always expected to be on time for class. Students arriving after the start of class will be marked late. Two late arrivals will be marked as one absence.

Religious Observance

Students will not be penalized for absences due to religious observance. However, the student still may not miss a significant portion of class time as defined in the Attendance and Lateness Policies. It is the student's responsibility, prior to registering, to assess the number of holidays that will arise during a given term and their impact on attendance. The student should make a determination as to whether or not the summer is the appropriate time to take a particular course. The student must inform the instructor at the beginning of the course of any anticipated absences due to religious observance.

Other Policies and Procedures

The New School publishes complete institutional information on the website at www.newschool.edu, including the Family Educational Rights and Privacy Act, financial assistance information, tuition and fees, academic policies, disability services, completion and transfer-out rates, and equal opportunity policies. For other Eugene Lang policies and procedures, please see the Eugene Lang Catalog http://www.newschool.edu/lang/academic-policies/.