

Department of Modern Languages Attendance Policy

The Department of Modern Languages at Xavier University strives to increase the students' fluency and competency in listening comprehension, speaking, reading, and writing while providing a solid grammatical background for the modern language offered. The focus is on a communicative and proficiency-based approach while providing an in-depth exposure to the workings of both the language and culture of the target language. A significant key to success in a modern language course which teaches a skill and moves at a fast pace is regular class attendance.

The entire range of the students' skills can be evaluated only if they are in class. Therefore, we will allow NO absences without penalty. Any absence will result in a loss of 3% per absence from the student's final course participation grade. Attendance will be accurately documented to ensure fairness in enforcement. If a student is more than **5 minutes late, he/she will be COUNTED AS ABSENT**. Students are strongly discouraged not to schedule appointments or interviews during class time!

There is a strict NO MAKE-UP policy. A grade of zero will be given for any missed work.