

SEAFI Attendance, Conduct, and Good Standing

The Southeast Asian Flagship Language Initiative (SEAFI) courses are academically rigorous and demanding. Students must have personal discipline, commitment, and implement time management skills to complete their summer course successfully.

SEAFI courses cover a year's worth of material in 8 weeks. Attending class is vital due to the amount of content covered in a single day. Students are expected to participate and engage with course material during all scheduled class times and actively participate in all aspects of the learning process. Attendance is considered mandatory.

Occasionally, students will have reasonable cause to miss class. 'Excused absences' include verifiable medical or family emergencies, illness, or a catastrophic emergency resulting in unavoidable absence. Students are expected to block off time for their classes and program add-ons and make sure no other commitments conflict with those times.

SEAFI Attendance Policy:

It is the policy of SEAFI that students are expected to attend class every day during the summer due to the intensive nature of the classes. Students with extenuating circumstances must discuss the situation with their instructor and with SEAFI administrative staff. Absences, other than illness, will be worked out on a case-by-case basis. Vacation is not a valid excuse for a student to have an extended absence. If a student misses class, it is their responsibility to make up the work and to keep up with the other students in the class.

The tardiness and absence policy of your instructor may be stricter than the policy listed below and will supersede the SEAFI policies. Please refer to the syllabus of your class for any adjustments to the policies.

SEAFI's policies regarding tardiness and absence are as follows:

Tardiness

Arriving to class on time is important for successful participation in the SEAFI program. Being late to class is disruptive and disrespectful to one's instructor(s) and classmates and could result in a marked absence or grade deduction. Given the intensive nature of the summer language classes, it is imperative to be ready to join class on time for both 2-hour sessions. To ensure a productive learning environment for all participants, SEAFI defines tardiness as the following:

1. Tardiness: arriving more than 5 minutes late to a class session
2. Excessive tardiness: arriving more than 10 minutes late to any sessions.
3. Tardiness in excess of 30 minutes will be considered an absence for the 2-hour session.

Repeated tardiness policies:

1. Three instances of tardiness will result in a warning. A fourth instance of tardiness will require a meeting with an Academic Director.
2. Three instances of excessive tardiness (arriving more than 10 but less than 30 minutes late) will be counted as one absence for the 2-hour session.
3. Repeated tardiness in excess of 30 minutes will then be subject to the SEAFI absence policy.

4. Continued tardiness or excessive tardiness may result in further penalty or dismissal.

SEAFLI understands that unforeseen circumstances can occur. Please communicate any tardiness or absences to the course instructor as soon as possible.

Absence

1st unexcused absence = warning + referred to SEAFLI staff

2nd unexcused absence = grade deduction for that semester + referred to SEAFLI staff

3 or more absences in a semester = will result in automatic failure of the course. Must speak with either the SEAFLI program director or SEAFLI program coordinator to discuss how to proceed.

Things to note:

- An unexcused absence is any absence with no prior approval from the instructor. Unanticipated medical/other emergencies may require additional documentation and approval from SEAFLI administration to be considered "excused."
- Unexcused absences on days of exams, projects, presentations, etc. will lead to failure of that coursework. There will be no make-ups of exams, projects, presentations, etc. due to unexcused absence.

SEAFLI Student Conduct:

Student nonacademic and academic conduct policies are an integral part of the educational mission and goals of the University of Wisconsin-Madison to foster teaching, learning, research, and service activities in living and learning environments that are safe and free from cheating, academic dishonesty, violence, harassment, fraud, theft, disruption, or intimidation.

You may view more specifics on what constitutes nonacademic and academic misconduct, as well as the reporting process, at the UW-Madison websites below:

- [Nonacademic Misconduct](#)
- [Academic Misconduct](#)

As SEAFLI students and Boren Awardees, UW-Madison expects you to abide by all university policies and program rules. UW-Madison takes conduct allegations very seriously and it is our expectation that SEAFLI students take their integrity of conduct as Boren Awardees seriously as well.

SEAFLI Financial & Academic Good Standing Policy:

Financial Good Standing: Boren disburses funds to students directly to pay for UW-Madison Summer tuition and additional domestic program costs. SEAFLI students agree to pay their tuition and other related fees on time to remain in financial good standing with the program and be recommended to continue in the Fall to the abroad institution. If there is a problem with the Boren disbursements, it is the responsibility of the SEAFLI student to notify UW-Madison as soon as possible and work with Boren partners to acquire the funds.

Academic Good Standing: As Boren Awardees, SEAFLI students are held to a high academic standard. The 8-week Summer Domestic Program is split into two semesters (4 weeks each). SEAFLI students must pass the first semester with a satisfactory grade to continue into the second semester. Furthermore, SEAFLI students must pass the second semester and have a 2.0 minimum overall GPA to be recommended for the Fall Abroad Program. If a student is in jeopardy of not passing their semester or course, UW-Madison instructors and staff will work with the student to provide additional support. However, it is the student's responsibility to take the appropriate steps and complete the work to remain in academic good standing.

****Please sign and date the below agreement****

I, _____, have read the attendance, conduct, and good standing criteria and agree to abide by the rules and policies of the University of Wisconsin-Madison and the Southeast Asian Flagship Language Initiatives program.

(Signature)

(Date)