

## ESL学院文学系

### 上课出勤制度和教学纪律

学生必须参加所有课程的学习，准时上课，所学课程不得半途而废。除非有紧急情况，学生不得缺课。如果紧急情况发生，不能上课，学生必须提前告知该课程的讲师。没有遵守这一规定的学生会被留级和/或除名。

所有课程都必须执行教学纪律。对每一课程，教学纪律包括所有功课综合成绩是2.5级，上课注意听讲和回答问题，按时完成所有测试和作业。没有遵守这一规定的学生会被留级和/或除名。

关于教学纪律和处罚的更多信息，学生可以参见他们课程的教学大纲和“大学生课程目录”中教学制度的章节。

## DEPARTMENT OF LINGUISTICS

### ESL INSTITUTES

#### ATTENDANCE POLICY AND ACADEMIC PROGRESS

Students are expected to attend all classes, to arrive on time, and to remain for the entire class period. Absences are only acceptable in the case of emergencies, and students must notify instructors in advance if an emergency prevents them from attending. Students who do not observe this policy are subject to probation and/or dismissal.

Academic progress in all classes is expected. For each class, academic progress includes an overall grade of 2.5 in all work, attention and participation in class, and completion of all tests and homework assignments on time. Students who do not show academic progress are subject to probation and/or dismissal.

For further information about policies and penalties, students should consult the syllabuses for their classes and also the sections on Academic Policies in the Undergraduate Catalogue.