ATP Attendance Policy

In order to ensure optimal learning and to foster a constructive group process, it is expected that students and candidates will attend 80% of classes in any given trimester or semester. When students or candidates are unable to do so, they should consult with the Chairs of the program (for psychotherapy programs) or with the Chair of the Curriculum Committee (for the analytic training program) about the advisability of setting up tutorials. Tutorials that are provided by individual faculty members will be reimbursed at a rate agreed upon by the student/candidate and faculty member. Candidates and students should notify teachers and other students of their absences.

When classes are held in person, in-person attendance is expected unless it is not feasible for reasons of geography, medical considerations, weather, or other unforeseen emergencies. Exceptions should be discussed with the Curriculum Chair for the Analytic Training Program or with the Chairs of the psychotherapy programs, whichever is appropriate.

When classes are conducted online, participants should have their screens turned on. Screens should be muted unless the participant is speaking. In smaller groups and during periods of discussion, it may make most sense to have screens unmuted for the entire time, in order to encourage more spontaneity and interchange.

If the candidate or student misses a substantial number of classes in a given semester or trimester, the Chair(s) of the psychotherapy program or the Dean of the analytic program will meet with him or her in order to determine how to obtain sufficient educational value from that semester or trimester in order to progress forward in the program, including the possibility that the semester or trimester—or equivalent classes—might be repeated with a future class cohort.  This discussion will take into account the value of the group learning process, the clinical conferences, the immersion in the training process, the content that has been missed, and the individual’s educational needs.

I agree to follow the Attendance Policy outlined above

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_