

# ATTENDANCE POLICY

## Seattle Psychoanalytic Society & Institute Adult Psychoanalytic Psychotherapy Program

The SPSI **Adult Psychoanalytic Psychotherapy Program** comprises two academic years, with classes scheduled from September through June. Classes meet on Monday evenings from 6:30 to 9:15 PM. The clinical case conference is held every other Thursday from 7:00 to 8:30 PM. Successful completion of the two-year course curriculum is required for graduation.

Attendance at each scheduled class session is expected. We realize that an occasional absence may be unavoidable, but students are asked to weigh the following issues when deciding to miss a class:

- Due to the small size of classes and the intimate nature of discussions, the presence and participation of each student is integral. A student's absence has an impact on the continuity of the classroom process.
- Instructors plan the curriculum of their classes carefully. Missing a class limits the opportunity to fully integrate material in subsequent class sessions and courses.
- Case conference represents the best opportunity to follow the unfolding process of treatment. The collaborative nature of a case conference combined with the confidential nature of the material presented, requires regular attendance from all students.
- Students are asked to inform instructors and classmates in advance of any absence. Participation by teleconference is permitted in exceptional circumstances only, and with prior approval from the course instructor.

Missing more than one Monday night didactics per block, or one Thursday case conference per two blocks, requires that the student contact their instructors for makeup work before credit is given for the class. In some cases, the student may be asked to complete additional work in order to receive credit for the class. A pattern of frequent absences will result in the APPP Chair initiating discussion of the student's participation and standing in the program.

Continuing education credit is available upon completion of APPP courses. To receive CE credit, you are required to:

1. Sign in using the attendance sheet for each class.
2. Complete the course and instructor evaluation after the final class.
3. Meet the attendance requirement, including informing the instructors and classmates of any absence in advance.

CEU credit is given for classes attended and made up.

By signing below, you agree that you have read and understood this attendance policy.

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Signature

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Date