



Class Attendance

Students are expected to attend all classes on time. Failure to do so could result in penalties.

Students should notify their instructor if they will be late or absent due to unavoidable or unforeseen circumstances. Students who are absent should meet with their instructor as soon as possible to discuss coursework, assignments, etc.

Students who arrive within 15 minutes of the start of the class will be recorded as late.

Students who arrive 30 minutes or more after the start of the class will be marked absent.

Students who leave while the class is in progress may be marked absent.

Students with a total of 4 consecutive absences may be withdrawn from the course by the instructor.

Due to extenuating circumstances, students may be excused from attending a class session. **Such circumstances may include, but are not limited to:**

- Death of a close relative
- Serious illness
- Accident
- Personal injury
- Hospitalisation
- Doctor's appointment
- Family obligations
- Job interview
- Job related travel
- Job transfer

This excused absence will not count towards the 4 consecutive absences for which students may be withdrawn.