



## POLICY ON CLASS ATTENDANCE

POLICY NUMBER:	2018-15-POL-AS
TITLE OF THE POLICY:	Class Attendance
DATE OF ADOPTION:	30 April 2018
SUPERSEDES:	AB Paper No.: 06-88 and 2015-09-POL-AC
DATE OF IMPLEMENTATION:	Fall 2018
PROJECTED DATE OF REVISION:	Fall 2023
PURPOSE OF THE POLICY:	To establish guidelines for class attendance at University of The Bahamas
ACCOUNTABILITY:	Office of Academic Affairs
RELATED POLICIES:	None
APPENDICES:	None

### 1.0 General

All students are expected to attend, on time, each meeting of all courses for which they have registered. Failure to be punctual and/or failure to attend classes may result in a lowered grade or withdrawal from the course as determined by the course instructor.

### 2.0 Instructor Withdrawal

- 2.1 An instructor may request that a student be withdrawn from a course if the student
  - 2.1.1 fails to attend the first two class sessions following the end of the late registration period; or
  - 2.1.2 fails to be punctual for twenty-five percent (25%) of the class sessions by the end of week seven (7) of the regular semester/the end of week four (4) of the summer session; or
  - 2.1.3 fails to attend at least seventy-five percent (75%) of the class sessions by the end of week seven (7) of the regular semester/the end of week four (4) of the summer session.
- 2.3 At least one (1) week **prior to the official date for withdrawal without academic penalty** the instructor must
  - 2.3.1 notify the student of the intent to submit an *Instructor Withdrawal Form* and
  - 2.3.2 submit a completed *Instructor Withdrawal Form* along with a copy of the Class Register to the relevant Academic Dean through the Academic Unit Head responsible for the course.
- 2.4 Instructor Withdrawal Forms must be approved by the Academic Dean who shall forward the form to the Office of the Registrar.
- 2.5 The Office of the Registrar shall assign a "W" for the course on the student's academic record (transcript).