

EARLY DEPARTURE FROM CLASSES POLICY

1. Students will be marked ABSENT if they depart early from any timetabled class session.
2. The student is responsible for alerting the instructor before class if they must leave the session early.
3. Changing the entry to present is at the discretion of the instructor and such a change will not be considered at any other time than on the actual date of the class.
4. If the instructor agrees to change the entry from absent to present, the student is responsible for checking that the attendance is recorded as such and alerting the instructor if the record has not been changed within two working days.
5. Students will be marked ABSENT if they do not return for the second half of a double session and this is non-negotiable.
6. Attendance is not recorded for re-scheduled classes. Instructors should leave the attendance BLANK for the original session.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Removed header	17 October 2022	17 October 2022
003	Added timetabled to point 1 and info on rescheduled classes	June 2024	01 Sept 2024
		Restricted access? <i>Tick as appropriate</i> ☐ Yes ☒ No	