

## **EARLY DEPARTURE FROM CLASSES POLICY**

### **General Principles**

1. Students are responsible for requesting permission from the instructor before or during class if they must leave the timetabled class early; for example, due to illness or another unavoidable emergency.
2. Students who do not alert the instructor in advance will be marked ABSENT if they depart early from any timetabled class.
3. Students will be marked ABSENT if they do not return for the second half of a double session.
4. Attendance is not recorded for re-scheduled classes. Instructors should leave the attendance BLANK for the original session.

## VERSION MANAGEMENT

<b>Responsible Department: Registry Services</b>			
<b>Approving body: Academic Board</b>			
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
004	Removed instructor discretion	June 2025	01 Sept 2025
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	