

## **EARLY DEPARTURE FROM UNIVERSITY CLASSES POLICY**

---

1. Students will be marked ABSENT if they depart early from any 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 2 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.

## 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
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	