



STUDENT HANDBOOK POLICY

Absences

If a student is going to miss several classes because of illness, a death in the family, or other serious reason, the student must take the responsibility to inform the department offering the course. If the absence involves several courses, the student is responsible for notifying each department.

Procedure to be followed by students when a faculty member is late for class.

The waiting period for a class when the faculty member is late is ten minutes. At that time, a roll is to be signed by each member of the class and submitted to the appropriate academic dean. The class is then free to leave. The material that was to have been covered in that particular period is to be made available to the students.