

## LATE ARRIVAL TO UNIVERSITY CLASSES POLICY

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### Late Arrival

1. Students will be marked ABSENT from any class if they arrive more than 20 minutes after teaching has begun, but will not be excluded from attending the remainder of the session and any subsequent sessions.
2. The student is responsible for alerting the instructor to their presence and negotiating a change to an attendance entry at the end of the session.
3. Changing an entry 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.

