

**THE COLLEGE/UNIVERSITY OF THE BAHAMAS
POLICY ON CLASS ATTENDANCE**

1. General

All students are expected to attend, on time, each meeting of all courses for which they have registered. Punctuality, reliability in attendance and attention to assignments constitute three of the most significant factors that contribute to success at college. Failure to be punctual may result in a lowered grade or cancellation of course registration. Failure to attend classes may result in cancellation of course registration.

2. Course Registration Cancellation

- 2.1 An instructor may request that a student's registration in a course be cancelled if he or she
 - 2.1.1 fails to be punctual for 25 percent of the class sessions by mid-semester break;
 - 2.1.2 fails to attend the first two class sessions following the end of the late registration period; or
 - 2.1.3 fails to attend at least 75 percent of the class sessions by mid-semester break.
- 2.2 Course registration cancellation results in the removal of the course from the student's academic record (transcript). Instructors must submit a completed Course Registration Cancellation Form along with a copy of the Class Register to the relevant Academic Dean/Executive Director through the Chair/Academic Head of the School/Unit responsible for the course prior to the official date for withdrawal without academic penalty.
- 2.3 The Academic Dean/Executive Director will notify the student in writing of the course cancellation.