

Leave from the Institute

ABSENCES: You are expected to attend class. You and/or others are paying a lot of tuition to learn so go to class!! Attendance is mandatory; a register is taken for each class. When you are absent you miss valuable information. It is your responsibility to find out what you missed. The lecturer is not obligated to make up any work, test, quiz etc. for an unauthorized absence.

Authorized Absence: Students should complete a Leave of Absence form, explaining the reason for the intended absence. The form should then be presented to the lecturer whose class will be missed. After the form is duly signed by the lecturer and the student; copies of the forms should be made so that the lecturer keep a copy and the other copy is given to Student Affairs to be placed on the student file.

DEATH/ILLNESS IN THE FAMILY: In the event of a death or illness in the family, you should contact the Student Affairs Office. This office will then send communication to all of your instructors indicating that you had a verifiable absence.

PERSONAL ILLNESS: In the event of an illness, you should attend the Local Clinic and bring or email a scanned copy of the signed Medical Certificate to the Institute. The Student Affairs Office will advise your Lecturers that you are excused from classes.

It should be noted that the lecturer has the prerogative to provide make-up exams, quizzes, and allow student to turn in assignments upon an absence. A verified absence does not automatically ensure that you will be allowed to make up any work.