

Class Attendance

There is a strong correlation between academic performance and class attendance. Punctuality or being on time mirrors professionalism. All students are expected to be punctual at all times for classes or other BAMSI functions.

1. Attendance equals actual contact hours.
2. Students are expected to attend all lecture classes and labs regularly.
3. Students are responsible for materials covered during any absence.
4. Lecturers may consult with students for makeup assignments, but it is the student's responsibility to contact the lecturer.

Class Attendance Procedures

1. Class attendance is monitored daily.
2. A lecturer may mark a student absent if he/she is more than 15 minutes late, leaves a class early and fails to return, or sleeps in class.
3. A student may drop a course for non-attendance
4. A lecturer also has the authority to drop a student for excessive absences.
5. A student may be dropped from a course after accumulating absences in excess of percent of the total hours of instruction (lecture and lab). For example:
6. For a 3 credit-hour lecture class meeting 3 hours per week (ex. 45 hours of instruction), a student can be dropped after 6 hours of absence.
7. For a 4 credit-hour lecture/lab course meeting 6 hours per week (ex. 90 hours of instruction), a student can be dropped after 11 hours of absence.
 1. Administrative drops are at the discretion of the Lecturer.
 2. Failure to withdraw officially can result in a grade of "F" in the course.
 3. Students who do not officially withdraw are not be eligible for a refund.