POLICY ON ABSENCES AND MAKE UP EXAMS

Absences

- Maximum of one absence per course for personal reasons without penalty.
- Maximum of two absences per course for business-related travel without penalty.
- Total number of personal and business absences may not exceed two per course without penalty.
- Any student who misses more than two class sessions or more than 20% of the course may be asked to drop the course.
- Exceptions: Verifiable health emergency for student or their immediate family members.

Make up Exams

To maintain the integrity of the course and the program, make up exams will be provided only for verifiable health emergencies of the student or their immediate family members. Otherwise, missing the exam would result in immediate failure of this course.