

NAME OF POLICY	LATENESS TO CLASS POLICY
Number	WU-2025-ACAD-0001
Sponsor	Vice Chancellor
Owner & Administrator	Quality Assurance Office
Approver	Senate
Review Committee	Policy Drafting Committee
Effective Date	1 July 2025
Review Cycle	Every Two Years

Policy Purpose

The Policy on Lateness sets out to build a habit of punctuality among students and lecturers to class sessions. Both students and lecturers have a shared responsibility to show up on time.

Scope

This policy applies to all enrolled students and all lecturers employed by the University.

Policy Guidelines

1. Minimum Requirements & Student Responsibilities

- 1.1. Regular and timely attendance of all classes is integral to student success.
- 1.2. Faculty Members must set the expectation that students in their Courses must arrive on time for all classes.
- 1.3. Students who are more than ten (10) minutes late for class are marked as late and must wait until break time to join their class. Late arrivals are counted as a half day of absence.

2. Reporting Of Lateness

- 2.1. Any student who is unable to attend a class on time is required to report their lateness to Lecturer in Charge and Head of Department by phone or email not later than 8:00 a.m. West African Time (PST) on the scheduled class day.

3. Lateness – Authorized In Advance

- 3.1. All student lateness is unauthorized, unless the student provides a valid reason, as illness, see section 3.2.
- 3.2. Student illness is not a valid reason for an authorized lateness unless it is substantiated with a doctor's note.

4. Instructor Responsibilities

- 4.1. Each Faculty Member is required to record, monitor, and report the lateness of all their students to their respective Heads of Department.

5. Duration Of Lectures

- 5.1 All lectures should be 50 minutes to allow for smooth transition to the next class.

Special Recommendation

All classrooms should have digital wall clock.