

NAME OF POLICY	ABSENCE FROM CLASS POLICY
Number	WU-2025-ACAD-0002
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

Preamble

Students are expected to attend all classes. Consistent attendance offers the most effective opportunity for students to understand concepts, materials and expectations of those courses in which they are enrolled. In Wigwe University, in-class participation is an integral part of the course. Examples include, but are not limited to, seminars and courses that require public speaking, laboratories, language learning, group discussions or internships. Frequent absences from these types of courses, whether excused or unexcused, would affect the final grade. Students shall not attend a class until they are registered for the class, and they must satisfy all financial obligations to the institution before they register. Family members, including children, of students are not permitted to attend classes for the intended student as this would be termed impersonation. On rare occasions, this might be permitted if related to a course activity such as a presentation.

Policy Purpose

This policy aims to provide a clear framework for managing student absences from class sessions while ensuring academic integrity, fairness, and responsibility in the teaching and learning process.

Faculty who uses absences as a factor in grading must explain in the course syllabus what effect even an excused absence might have on the evaluation of a student's work. This should be made explicit and reiterated at every class session.

Policy Scope

This policy applies to all undergraduate and postgraduate students, as well as faculty members involved in classroom instruction, across all colleges and departments at Wigwe University.

Policy Guidelines

1. Acceptable Grounds for Excused Absence



As part of the policies of Wigwe University, a student shall be considered for an excuse from academic activities due to the following reasons:

- i. Illness or injury when the student is unable to attend class.
- ii. Death of a family member (bereavement).
- iii. Religious observance where the nature of the observance prevents the student from attending class.
- iv. Participation in university activities at the request of university authorities (e.g., Intercollegiate Athletics, Forensics Team, Dance Company, etc.). Students who will be representing Wigwe University at events, conferences, or other official activities should obtain a “Notification of Absence from Class Form” from Students Affairs and notify the respective Head of Department, Dean of College, to be given to their lecturers to verify the excused absence. Students are encouraged to notify faculty of anticipated class absences as soon as they learn they will be missing class.
- v. Compelling verifiable circumstances beyond the control of the student.

2. Caveat

Students requesting an excused absence must provide documentation to the instructor two weeks prior to the scheduled absence when known in advance or as soon as possible when not known in advance. Absences that do not fall into any of the above categories are unexcused. Faculty shall set a limit on the number of unexcused absences.

Students who are absent from class are responsible for any missed work, assignments or assessments (e.g., quizzes, tests, papers, etc.). Faculty members are required to allow students with documented excused absences to make up missed work or assignments when this is feasible. When the nature of the assignment makes this impossible, faculty members should attempt to make a reasonable adjustment of the assignment.

3. Warning for Failure to Attend the First Two Classes

Students who fail to appear for the first two class sessions should be strongly warned through a signed and stamped correspondence from the lecturer and copied to the Head of Department.

Special Recommendation

The University should develop a fingerprint-based attendance recording system for both students and lecturers. This saves time.