



**Approved**  
 Bahamas Technical and Vocational  
 Board of Directors  
 Effective Fall 2023

<b>POLICY NUMBER</b>	<b>AA-21-01-005</b>
<b>TITLE OF POLICY</b>	Class Attendance
<b>DATE OF ADOPTION</b>	Spring 2023
<b>SUPERSEDES</b>	Attendance Policy, 2018
<b>DATE OF IMPLEMENTATION</b>	Fall 2023
<b>PROJECTED DATE OF REVISION</b>	Fall 2027
<b>PURPOSE OF THE POLICY</b>	To establish guidelines with regard to class attendance
<b>REVISION NUMBER</b>	Version I
<b>ACCOUNTABILITY</b>	Office of Academic Affairs
<b>RELATED POLICIES/PROCEDURES</b>	Policy on Course Withdrawal Policy on Grade and Class Attendance Records
<b>APPENDICES</b>	None

**1.0 Preamble**

The Bahamas Technical and Vocational Institute (BTVI) provides technical and vocational education with a focus on practical skills and workforce readiness in an environment that is hospitable, supportive and intellectually challenging. BTVI is committed to the academic success of its students and expects all students to attend, on time, each class session. Failure to do so may result in penalties.

**2.0 Scope**

This policy applies to all academic programmes and establishes guidelines regarding class attendance.

**3.0 Policy**

3.1 To meet course attendance requirements, students must be present for a minimum of eighty-five percent (85%) of the lecture and laboratory sessions.



- 3.2 Instructors will
  - 3.2.1 take an attendance register for each class session,
  - 3.2.2 input this data into the online platform provided by the Office of the Registrar after each class, and
  - 3.2.3 submit their attendance register to the Head of Department at the end of each semester.
- 3.3 Students should advise their course instructors of those instances when they will be late or absent due to unavoidable or unforeseen circumstances.
- 3.4 Students who
  - 3.4.1 arrive within fifteen (15) minutes of the start of the class session will be recorded as late.
  - 3.4.2 arrive thirty (30) minutes or more after the start of the class session will be recorded as absent.
  - 3.4.3 leave before the end of the class session, that is while the lecture or laboratory is still in progress, may be marked absent.
- 3.5 Students with a total of four (4) consecutive absences may be withdrawn by the instructor from the course with or without prior notice.
- 3.6 Due to extenuating circumstances, students may be excused from attending a class session. Such circumstances may include, but are not limited to
  - Death of a Close Relative
  - Serious Illness/Accident/Personal Injury
  - Hospitalisation/Doctor's Appointment
  - Family Obligations
  - Job Interview
  - Job Transfer/Travel
- 3.6.1 In such instances, this absence will not count towards the four (4) consecutive absences for which students may be withdrawn.