



Learn, Lead and Live

## Missed and Makeup Class Policy

### 1. Preamble

Regular class attendance and participation are essential components of the teaching and learning process at Khulna University. To ensure fairness and academic integrity, the University has established this Missed and Make-up Class Policy. This policy outlines clear guidelines for students and faculty regarding absences, make-up opportunities, and responsibilities. It ensures consistent standards while accommodating valid reasons for absence.

### 2. Policy Objective

The objective of this policy is to:

- Define the responsibilities of students and faculty in managing missed classes and assessments.
- Establish fair procedures for handling excused absences, supported by proper documentation.
- Ensure that students do not face undue academic penalties for legitimate absences while maintaining accountability.
- Promote transparency and consistency in conducting make-up classes, tutorials, and assessments.
- Encourage proactive communication between students, faculty, and coordinators regarding attendance and course requirements.

### 3. Policy Scope

This policy applies to:

- All undergraduate and postgraduate courses offered by Khulna University.
- All faculties, disciplines, and academic programs.
- All academic staff assigned as course instructors/teaching assistant or tutorial facilitators.

### 4. Policy Provision

4.1 Students are required to comply with the University's attendance policy as well as any additional requirements outlined by their course teacher in the syllabus or course outline.



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- 4.2 Attendance contributes to the class participation component of continuous assessment. Missing classes without valid reasons can negatively impact grades, even if a student completes other assignments or examinations.
- 4.3 Students must carefully read the syllabus/course outline at the beginning of the semester to understand the specific attendance, participation, and assessment policies for each course.
- 4.4 Enrolling in a course carries the obligation of attending all scheduled classes unless prevented by valid circumstances.
- 4.5 Ceasing to attend does not constitute withdrawal. Students must follow official University procedures if they wish to drop or withdraw from a course, within the prescribed deadlines.
- 4.6 Students who register for a course but fail to attend from the beginning should confirm their official enrollment status with the relevant office.
- 4.7 Absences may be excused for valid reasons, such as Illness or health-related emergencies (supported by a doctor's certificate), Serious family emergencies (such as bereavement), Participation in official University activities (e.g., representing the University in academic, cultural, or sports events), Government or legal obligations (e.g., attending court, official summons) and Recognized religious obligations. Students must notify the course teacher in advance whenever possible. In emergency cases, notification should occur as soon as reasonably possible.
- 4.8 Appropriate documentation must be submitted promptly to support the claim of a valid absence. Examples include: Medical certificates signed by a registered physician, Official letters or invitation notices for University or government events, Travel or legal documents, if applicable.
- 4.9 The course teacher reserves the right to verify the authenticity of submitted documents.
- 4.10 Missed Assessments: Students who miss a scheduled quiz, exam, presentation, or assignment submission due to valid reasons must inform the course teacher as early as possible, preferably before the scheduled date.
- 4.11 If the reason is accepted and supported with documentation, the teacher may arrange: A make-up test, quiz, or oral examination, an alternative written assignment or project, rescheduling of presentations, if feasible.
- 4.12 Failure to notify the course teacher in a timely manner or to provide valid documentation will result in a grade of zero (0) for the missed assessment.
- 4.13 Students must inform the course teacher within three working days after missing a tutorial or sessional class.



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- 4.14 Make-up tutorials will only be arranged if prior notification or timely follow-up is provided.
- 4.15 Missing a tutorial without valid reason or timely communication will be recorded as an unexcused absence and may reduce the student's participation grade.
- 4.16 Students who miss classes—excused or unexcused—remain responsible for catching up on course content. They should consult lecture notes, online materials, recordings (if available), and peers.
- 4.17 Students cannot expect the entire lecture/tutorial to be repeated solely for their benefit unless formally arranged as a make-up session.
- 4.18 Students anticipating extended or multiple absences in a semester must consult both their course teacher and academic advisor/coordinator as early as possible.
- 4.19 In such cases, the feasibility of completing the course requirements will be assessed. In extreme cases, students may be advised to withdraw and re-enroll in the course in a future semester.
- 4.20 Missed Classes by Faculty: If a faculty member misses a class due to casual leave or official University responsibilities, the following steps must be taken: Students must be notified at least one day in advance, unless the absence arises from sudden emergencies; A make-up class must be arranged within a reasonable time frame.
- 4.21 The make-up session should be documented (date, time, duration, and content covered).
- 4.22 For first-year students, course teachers may report to the Discipline Head if students fail to attend classes in the first two weeks (10 working days) of the semester, as per Undergraduate Ordinance Section 11.2a.
- 4.23 Such reporting is advisory and does not automatically result in withdrawal. Students must initiate withdrawal procedures themselves.
- 4.24 Make-up Assessments: For excused absences, teachers may offer make-up assessments in a manner that preserves academic rigor and fairness. Options include: Conducting a separate test or oral exam; assigning equivalent written work or projects; reassigning group or class presentations, if practical.
- 4.25 Make-up assessments should generally be completed within one week of the original assessment date unless otherwise agreed.
- 4.26 Faculty members may arrange make-up classes or tutorials either for individual students, small groups, or the entire class, depending on feasibility.
- 4.27 Make-up sessions may be held during free slots, weekends, or online, provided students are informed in advance.



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- 4.28 Record Keeping: Course teachers must maintain a clear record of: Classes missed by students and faculty; make-up classes conducted (with date and time); make-up or alternative assessments administered.
- 4.29 These records may be reviewed by coordinators, Discipline Heads, or the Examination Controller's office if required.

### 5. Policy Review and Revision

This policy will be reviewed periodically (e.g., every three years or as required) by the University Academic Council, in consultation with student representatives, faculty, and student support staff, to ensure its effectiveness, relevance, and alignment with the evolving needs of the student body and best practices in higher education. Adjustments and improvements will be made as necessary.

### 6. Approval and Effective Date

This policy becomes effective upon approval by the Academic Council/Syndicate of Khulna University.

#### Approved by:

Khulna University

Khulna-9208

Effective From: \_\_/\_\_/2025