

ATTENDANCE TO COURSES AND EXAMS Attendance.

Class attendance is mandatory. Teachers have the obligation to note student absences and report them to the Registrar together with semester grades. Frequent absences affect the final grade and may result in the total loss of course credit. If not reported delays by the teacher, the student will wait fifteen (15) minutes from the time of the start of the class. According to notification of the Vice President for Student Affairs of the Central Administration, federal regulations (Standards for Participation in Title IV, HEA, Programs), it requires that educational institutions have procedures to demonstrate the attendance of his students. These must be able to determine and document when students stop attending, which in turn has an effect on eligibility for federal aid. To meet this requirement a periodic verification mechanism was established through attendance lists two times per semester in which each teacher must indicate those students who do not attend regularly, sign and return the list to the Registrar's Office not later than the dates specified. In print calendars the duration of each class period will be specified. To facilitate the process of change and the student movement from parts of the campus to the other, teachers should begin their classes at the exact time that has been indicated in its program of classes and finish ten minutes before the next hour class. That is, it means one hour of class runs for fifty minutes. Classes with one and a half lasts eighty minutes from the start time. The same pattern is repeated in classes of longer duration. Teachers teaching classes of two or more hours may grant a break of five to ten minutes, depending on the class period length. Review period. This period is recorded in order to adequately prepare students for final exams, so it should not be used for other purposes. It will be stated in the academic calendar for the corresponding semester. Final exams. The final tests on all courses will be written, unless the nature of the subject is prevented or that the dean of the faculty authorizes another type of examination. Professor judges the work done by the student. To evaluate the student's work may use the method they consider most appropriate, provided that in determining grades have indicative test of objectivity. It shall be the duty of teachers to meet the timetable for delivery of final exams and grades set by the Registrar. This rule also applies in cases of partial or total exams. In exceptional, fully justified cases, the teacher must first obtain regulatory permission to alter the date. Generally a student will not have to take more than two final exams on the same day. Teachers will have five days of the examination period to deliver final grades to the Registrar.