

accruing the 15% absences the student does not withdraw willingly, the instructor completes a **forced withdrawal form** and submits it to the dean for approval, by the end of the tenth week of classes, the latest. The Dean's Office forwards the form to the Registrar's Office for action. Students who represent the country or the University in official activities shall be allowed up to 20% absences. If the absence is due to ill health or other exigent circumstances, the student must provide evidence and plan with the course instructor on how to attend to course requirements by completing the **attendance exemption form**. All absences, excused or otherwise shall be counted and the student is ultimately accountable for the missed work.

If the course instructor does not require attendance of all class sessions, the applicable attendance policy for that course must be approved by the college dean and clearly stated in the course syllabus.

Assessment and Examinations

The College Council shall establish and continuously review and update course evaluation and examination policies and procedures applied in the courses offered by the college. A brief outline of the current policies and procedures is given below.

Performance Assessment

The student has the right to have his/her work assessed and to receive continuous and constructive feedback in accordance with the University guidelines. Assessment of student performance shall be based on the level of attainment of the course outcomes stated in the course syllabus. Assessment instruments include, but not limited to student's participation, blogs, wikis, homework, exams, drop quizzes, research papers, projects, practical work, etc. The instructor must complete a midterm performance assessment and report the results before the withdrawal deadline to give unsatisfactorily performing students a chance to withdraw and to help faculty advisors better advise students during the registration period.

Examinations

The course syllabus must state the number and dates of exams to be given during the semester. At least one major exam should be given before the withdrawal deadline to give the student a chance to make an educated decision on whether to continue or withdraw the course.