**Punctuality Policy**

It is the responsibility of the instructor to be in the class before the time to begin and start promptly on time. The SCU catalog instructs students that in the event that an instructor is late for class students should remain in the classroom until officially notified by the academic Dean’s office that the class has been canceled or until 15 minutes after the official starting time of the class.

Please do not run over the class time, because this affects the next teacher adversely. Students do feel slighted if the instructor is perpetually late or lets class go early. They have paid for this course and expect to receive excellent instruction. Also, our accrediting body frowns upon cutting the amount of seat time students spend in the classroom. Please be punctual and set a good example for the students. Tardiness is perceived as a lack of caring for the course and the students.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 7.04.2
Policy Revised:*