

## AA14. Attendance Policy

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Title:	<b>Attendance Policy</b>
Policy Number:	AA 14/ 08, 2014
Effective Date:	July 2014
Issuing Authority:	Vice President For Academic Affairs

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### RATIONALE

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Each student must attend all lecture and lab sessions and as per the rules of expected student conduct, the student has to Work hard and intently engage in the educational experience. Class attendance is an essential part of engaging in the educational experience.

### POLICY

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The instructor must state the attendance policy in the course syllabus. The student must attend all class meetings and course-related activities and is ultimately responsible for truancy consequences. Instructors must take attendance regularly and advise truants of the ramifications of missing classes. Suppose the number of absences reaches the 15 percent mark. In that case, the student must voluntarily withdraw from the course by following the proper withdrawal procedure and receive a W grade (see the Withdrawal section). If the student does not withdraw willingly after accruing the 15% absences, the instructor completes a forced withdrawal form and submits it to the dean for approval by the end of the tenth week of classes at the latest. The Dean's Office forwards the form to the Registrar's Office for action. Students representing the country or the University in official activities shall be allowed up to 20% absences. Suppose the absence is due to ill health or other difficult circumstances. In that case, the student must provide evidence and plan with the course instructor to attend to course requirements by completing the attendance exemption form. All absences excused or otherwise shall be counted, and the student will ultimately be accountable for the missed work.

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

### RELATED DOCUMENTS

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- > University policies and procedures
- > University catalogues

### 1. APPROVAL AND REVIEW

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**OFFICER RESPONSIBLE:** VP for Academic Affairs

**AUTHORITY:** University Academic Board

**POLICY REVIEWED BY:** Human Resources Department, Finance Department, Academic units, Quality

Assurance Office.

**EFFECTIVE DATE:** July 15, 2018

**REVIEW DATE:** As needed

**REVISION HISTORY:** None.

**RELATED POLICIES:** All University Policies and Procedures

**FINAL APPROVAL BY THE PRESIDENT:**

**Signature:** 

**Date:** July 15, 2018