



HAMAD BIN KHALIFA UNIVERSITY

**AC-G-02.V01: GRADUATE ATTENDANCE
POLICY**

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Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

The purpose of this policy is to establish limits on the frequency at which graduate students may be absent from a course, with and without a cause.

2. POLICY DESCRIPTION

Class attendance is vital to ensure a proper learning experience for students. Students are expected to attend all classes. This policy sets a limit on the number of times a graduate student may miss class, with and without an excuse.

2.1 DEFINITION

Documented excuse: A student presents proof of an excused absence, including but not limited to: an authenticated sick leave, illness of an immediate family member, travelling with a sick relative, participation in a University-authorized activity, death of an immediate family member, required participation in military duties, and other reasons that were approved by the Dean.

2.2 POLICY STATEMENTS

1. Only officially registered students are allowed to attend classes. The course instructor with the endorsement of the Dean or designee may allow non-registered students to attend a course. Exceptions to attend without Dean's approval are limited to students with incomplete grades.
2. All students are expected to attend all classes. The students are responsible to notify the instructor ahead of time, when possible, of absences that might be excused by the instructor, such as in the case of a severe medical condition, a family emergency, or other authorized University activities.
3. The instructor must establish the attendance policy for each respective graduate course.
4. The instructor's attendance policy must be specified in the course syllabus and must be communicated in the first class meeting of the semester.
5. Students exceeding the excused absence limit may be allowed to withdraw from the semester with the approval of the Dean. These students will not be exempt from the late withdrawal fees.
6. Students exceeding the absence limit will receive a failing grade.
7. Instructors are responsible for and holders of all attendance records. Instructors are to report absent students at the end of the class and within a week of the class.
8. Instructors can remove absent records based on their determination of student excuses up until the last week of classes.
9. Attendance records start on the first day of class and end by the last week of class.
10. If an instructor is to reschedule a class, it must be agreed upon in writing by all students, otherwise the instructor cannot hold students accountable for attendance.
11. Exam make-up due to lack of attendance is at the discretion of the instructor, as long as the absence is excused.
12. If classes are cancelled or rescheduled above the excused absence limit, students will not fail for absenteeism.

13. Class attendance shall not be used as an assessment measure. Student grades shall not be raised or lowered based on attendance or absenteeism within the specified limits.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and deans.

3.1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE
