



HAMAD BIN KHALIFA UNIVERSITY

AC-U-02.V01: UNDERGRADUATE ATTENDANCE POLICY

AC-G-02.V01: UNDERGRADUATE ATTENDANCE POLICY

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 the limits for the absence of undergraduate students from a course, with and without a cause.

2. POLICY DESCRIPTION

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

2.1 DEFINITION

Documented excuse: A proof of excused absence presented by the student, including but not limited to authenticated sick leaves, travelling with a sick relative, etc.

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 for notifying 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. Attendance on the first day of classes is mandatory for all registered courses. Students who do not attend the first class of a course may be removed from that course.
4. A student should not miss more than 15% of classes during a semester without a documented excuse.
5. A student should not miss more than 25% of classes during a semester with a prior permission from the instructor or with a documented excuse.
6. Students exceeding the excused absence limit may be allowed to withdraw from the semester with approval of the Dean. These students will not be exempt from the late withdrawal fees.
7. Students exceeding the absence limit will receive a failing grade.
8. Instructors are responsible for and the holders of all attendance records. Instructors are to report absent students at the end of the class, and no later than within a week of the class.
9. Instructors may remove absent records based on their discretion up until the last week of classes.
10. Attendance records start on the first day of classes and end in the last week of classes.
11. If an instructor wishes to reschedule a class, it must be agreed upon in writing by all students, otherwise the instructor may not hold students accountable for attendance.
12. Exam make-up due to lack of attendance is left to the discretion of the instructor, as long as the absence is excused.
13. If classes are cancelled or rescheduled above the limits (clauses 4 and 5) , students will not fail for absenteeism.
14. Class attendance shall not be used as an assessment measure. Student grades shall not be raised or lowered due to attendance or absenteeism within the allowable absenteeism 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
