



1. POLICY NAME: **STUDENT ATTENDANCE**

2. POLICY CATEGORY: **GENERAL ACADEMIC POLICIES AND PROCEDURES**

3. POLICY STATEMENT:

Undergraduate Students

Students are expected to be in class for all scheduled class periods (including make-up classes). All matters related to student absences (making up work missed, tests missed, etc.) are specified in the course syllabus. Because the university believes that attendance in classes is an indispensable part of the learning experience, the following rules regulate attendance and grading:

- There is no difference between excused and unexcused absences. An absence is an absence;
- ***Excessive absence, defined by the equivalent of two weeks (semester) or one week (summer session), may lower the student's class participation grade.*** The degree to which the class participation grade is lowered is at the discretion of the instructor, as clearly defined in the course syllabus;
- Absences are counted from the first day of the term.

Students are expected to be in class on time.

The instructor will be responsible for denoting the attendance policy (including tardiness) and including guidelines for assessing class participation on the class syllabus. The policy for handing in assignments late is determined by the instructor and is stated on the class syllabus.

At the discretion of the Office of Academic Affairs, absences incurred due to participation in AUD-sponsored activities or sports tournaments may not figure in the calculation of a student's total absences. The Provost in consultation with the Athletics Coordinator will determine if the tournament deserves official excused absence status (usually accepted tournaments include AUD hosted tournaments, overseas tournaments, and U.A.E. Higher Education Sports Federation Tournaments). Student-athletes are expected to notify their instructors as soon as they are aware they will be missing a class due to a *status approved* athletic competition (see [Student Handbook](#)).

Any student who is experiencing psychological distress and is unable to attend his or her scheduled classes must first see the AUD Counselor. The Counselor will carefully assess the student's psychological state. Should the Counselor determine the student is unable to attend classes, the Counselor will immediately contact the Provost and inform him of the student's condition. Respecting the confidentiality policy of counseling services, the Counselor will only disclose the minimal information needed to explain the situation. The Provost will authorize any absences, if any, from the course. (The student retains the options of withdrawing or seeking an Incomplete.)

Graduate Students

At the graduate level, classroom activities and the learning process in general can be greatly enriched through the active participation of students. It is therefore expected that students will contribute continually to the learning outcomes of the program by attending all class sessions and bringing their diverse professional backgrounds to bear on the lectures, discussions, presentations, and other classroom activities.

While attendance will be taken at the start of each class session, it is not attendance per se, but the amount and quality of class participation that may, at the discretion of the instructor, be included in the evaluation plan and final grade determination for the course. The weight assigned to class participation may vary depending on the subject matter and nature of each course, but will not exceed 15% of the final grade. Instructors will state their policy on class participation in their course syllabi, including the weight assigned to class participation in the final grade determination.