

Classification: Academic Affairs

Approving Authority: President

Responsible Authority: Vice President of Academic Affairs

Implementing Authority: Office of the Vice President for Student Affairs

Effective Date: April 2026

Review: March 2028

Attendance - Policy & Procedures

1.0 Purpose

- 1.1 To ensure stakeholders understand the expectations for student attendance during required learning activities. This policy affirms that active, consistent participation in learning activities is fundamental to student success, engagement, and the achievement of program learning outcomes.
- 1.2 This policy establishes institutional compliance standards to ensure consistent application across all colleges and programs and to support accreditation, financial aid compliance, and academic integrity.

2.0 Scope

- 2.1 This policy governs student attendance in all instructional settings, including lecture classes, laboratories, practica, and other required academic activities. While the policy applies to students, it also establishes responsibilities for faculty, academic administrators, enrollment management personnel, and other university officials involved in the implementation, administration, monitoring, enforcement, and oversight of attendance requirements and assurance of learning.
- 2.2 Provisions identified as Institutional Compliance Requirements are mandatory and must be applied uniformly across the University.

3.0 Definitions

- 3.1 Assurance of learning - the processes by which the university monitors, evaluates, and improves student achievement of course and program learning outcomes.
- 3.2 Attendance - any requirement to be physically or virtually present in a required learning activity at a specified time.
- 3.3 Learning activity - events or opportunities that contribute to or build upon course or program learning outcomes. Examples of learning activities may include lectures, laboratories, tutorials, seminars, and non-regularly scheduled activities (i.e., special events).
- 3.4 Course syllabus - a publicly available document providing details about a specific course section for enrolled students.
- 3.5 Initial Session - is defined as the first scheduled class meeting of a learning activity held after the conclusion of the official drop-and-add period. The purpose of defining the Initial Session as the first-class meeting following the conclusion of the drop-and-add period is to ensure clarity and fairness. During the drop-and-add period, student absences are typically justified and permitted due to the schedule adjustments. Therefore, attendance obligations formally commence after this period concludes.



- 3.6 Excused absence - A student's non-attendance from a required learning activity that is officially approved by the university due to extenuating circumstances as detailed in this policy.
- 3.7 Extenuating circumstances - exceptional and unforeseen situations or events. These circumstances are typically beyond the student's control and can include serious personal issues, emergencies, or crises that make it difficult or impossible for the student to attend classes as expected (ex. family emergencies, health emergencies, religious obligations).
- 3.8 Institutional Compliance Requirements - non-discretionary provisions of this policy that must be enforced uniformly and are subject to institutional monitoring and accountability.

4.0 Policy

- 4.1 Recognize that consistent attendance contributes to student academic success.
- 4.2 Faculty are required to include a clear statement in their syllabus that defines both what constitutes an absence and a late arrival for their course. Late arrival to class is not acceptable as it disrupts the session and shows a lack of respect for the learning environment. A student who arrives within the first 10 minutes will be marked late but still may join the class with the instructor's permission. If a student arrives more than 10 minutes after the class has started, they will be recorded as absent.
- 4.3 Once a student exceeds fifteen percent (15%) absences of a learning activity for which they are enrolled during the academic term/semester, the student must withdraw from the course, or they will be administratively withdrawn by the faculty member. The course syllabus must also reference the University's fifteen percent (15%) withdrawal rule. Syllabi are subject to dean-level review for compliance with this policy.
- 4.4 If students do not attend the initial session of the semester of the learning activity and they have not notified the faculty member in writing via their AUIB email account that they plan on attending the next session, the student's enrollment in the course can be cancelled. The Registrar shall support enforcement of this provision through SIS processes.
- 4.5 The Office of the Registrar will develop a method for notifying students when their absences reach 10%, giving students an opportunity to improve attendance before reaching the 15% withdrawal threshold.
 - 4.5.1 The fifteen percent (15%) absence threshold is an Institutional Compliance Requirement and is not subject to individual faculty discretion.
 - 4.5.2 The SIS shall calculate absence percentages based on recorded attendance.
 - 4.5.3 Prior to reaching the fifteen percent (15%) threshold, as a warning, an automated first notification shall be sent to the student, the faculty member, and the dean. A subsequent notification shall serve as the final warning.
 - 4.5.4 If no approved petition on extenuating circumstances is received within five (5) business days, the Registrar shall initiate administrative withdrawal.
- 4.6 The 'absence counter' should commence after the drop-and-add period concludes. Students who enroll in a course, drop the course, then re-enroll in the course, will have absences counted retroactively to the date of initial enrollment in the course. This provision constitutes an Institutional Compliance Requirement.
- 4.7 Faculty are not permitted to provide make-up work or administer assessments or evaluations that took place during a learning activity if the absence is not excused. For excused absences,



faculty must provide reasonable alternative assessments aligned with course learning outcomes.

- 4.8 The University recognizes that students may occasionally miss learning activities for legitimate reasons, which may include medical issues, family emergencies, religious observances, legal obligations, or other extenuating circumstances as defined in this policy.
 - 4.8.1 Documentation supporting an absence due to extenuating circumstances must be submitted to the instructor within two (2) business days of the student's return to class.
 - 4.8.2 The instructor shall review submitted documentation and determine its validity based on the definitions in this policy. If accepted, the absence shall be recorded as excused and the student notified accordingly.
 - 4.8.3 If the faculty member has reason to question the authenticity or sufficiency of the documentation, the matter may be referred to the dean for review. Should the issue remain unresolved, it shall be referred to the College Council for final determination.
 - 4.8.4 Medical reports or opinions issued by the University Clinic or Wellness Center are accepted documentation for absences due to medical issues.
 - 4.8.5 For absences exceeding fifteen percent (15%), documentation must be submitted through the Academic Concession process. All approved excused absences and petitions must be documented in the SIS.
- 4.9 Attendance and class participation weight shall not exceed ten percent (10%) of the final grade unless approved by the dean.
- 4.10 Faculty may consider attendance when calculating final grades.
 - 4.10.1 The course syllabus must clearly indicate the percentage of the final grade that is allocated to attendance, even if that percentage is 0%, along with all other course requirements and grading criteria.
- 4.11 Students who do not meet attendance requirements are at risk of losing their financial aid or scholarship, as outlined in the terms and conditions provided at the time of award.
- 4.12 Faculty are responsible for recording student attendance in the official university LMS.
 - 4.12.1 When required, attendance must be recorded in the official university student information system no later than 48 hours after the conclusion of the learning activity (i.e., lecture, laboratory, seminar, or tutorial session). Failure to record attendance within the required timeframe constitutes non-compliance with this policy.

5.0 Procedures

- 5.1 Faculty are responsible for recording the attendance of all students and reporting to the Registrar any students attending their course/section who do not appear on their class list.
- 5.2 The Registrar is responsible for applying this policy through the development of supporting processes with the student information system (SIS). The Registrar shall generate biweekly attendance compliance reports.



- 5.3 The Registrar has the authority to withdraw access to campus and systems, such as SIS and Learning Management System (LMS), of withdrawn students who have not attended classes as outlined in this policy.
- 5.3.1 It is the responsibility of the faculty to decide whether to excuse the absence.
- 5.4 Students who are absent due to extenuating circumstances may submit an Academic Concession Request to the course instructor and the dean of the college, with a copy sent to the Registrar.
- 5.5 Submission of fraudulent documents in support of an Academic Concession Request will be considered a violation of the code of conduct and may result in disciplinary sanctions.
- 5.6 Deans are responsible for monitoring college-level compliance.
- 5.7 Attendance compliance metrics will be reviewed periodically at the Deans Council.
- 5.8 Repeated non-compliance may result in corrective administrative action.

Related Policies and Documents

Academic Code of Conduct Policy

Learning Assessment Policy