

## **Attendance - Policy & Procedures**

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### **1.0 Purpose**

- 1.1 To ensure stakeholders understand the expectations for student attendance during required learning activities.

### **2.0 Scope**

- 2.1 This policy applies to students, faculty, academic administrators, enrollment management personnel, and all parties responsible for the fulfillment, administration, management, and oversight of assurance of learning.

### **3.0 Definitions**

- 3.1 Attendance - any requirement to be physically or virtually present in a required learning activity at a specified time.
- 3.2 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).
- 3.3 Course syllabus - a publicly available document providing details about a specific course section for enrolled students.
- 3.4 Excused absence - university approval for a student's non-attendance at a required learning activity.
- 3.5 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).

### **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.
- 4.3 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.
- 4.4 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enrolled during the academic term/semester, the student must withdraw from the course, or they will be administratively withdrawn by the faculty member.

- 4.5 The 'absence counter' begins upon initial enrollment. 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.
- 4.6 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.
- 4.7 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 (such as changes in class location).
  - 4.7.1 Faculty are required to announce any changes in classroom location or class scheduling due to extenuating circumstances through LMS at least 24 hours in advance, where possible. In cases of sudden or unavoidable changes, announcements should be made as soon as the faculty is aware.
  - 4.7.2 In such cases, students are responsible for informing faculty via their AUIB email account in advance of the learning activity to be missed (if the absence is predictable) or as soon as possible after the learning activity (if the absence was not predictable).
  - 4.7.3 In the event of extenuating circumstances, faculty are encouraged to exercise leniency in attendance policies, especially in cases where students may be impacted by unforeseen events or logistical challenges.
  - 4.7.4 Students who exceed the 15% absence limit and who have excused absences may petition the Vice President of Enrollment Services and Student Affairs (VPESA) to remain in the course.
  - 4.7.5 Faculty must provide alternative assignments or assessments and evaluations to replace those that took place during a missed learning activity if the absence is excused.
- 4.8 Faculty may consider attendance when calculating final grades.
  - 4.8.1 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
- 4.9 Students who do not meet attendance requirements are at risk of losing their financial aid or scholarship.
- 4.10 Faculty are responsible for recording student attendance in the official university student information system.
  - 4.10.1 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).

## **5.0 Procedures**

- 5.1 Faculty are responsible for recording the attendance of all students and reporting to the Registrar of 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)
- 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.
- 5.4 Attendance will be continuously tracked by instructors and entered into the LMS on a regular basis.
- 5.5 Where attendance will impact grades, this must be included in the course syllabus and reviewed at the beginning of the course.
- 5.6 Students who miss fifteen percent (15%) should withdraw or may be administratively withdrawn by the faculty member.
  - 5.6.1 Faculty must email the Registrar to withdraw students.
- 5.7 Students must contact their faculty by email to report their absence and provide the required excuse.
  - 5.7.1 It is the responsibility of the faculty to decide whether to excuse the absence.
- 5.8 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.
- 5.9 If the student exceeds the 15% absence limit due to long-term medical, mental health issues, or other significant reasons, they may petition to remain in the course through the VPESA in collaboration with the dean and faculty member.
- 5.10 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.

## **Related Policies and Documents**

Academic Code of Conduct Policy  
Academic Concession Request Policy  
Incomplete Grade Policy  
Learning Assessment Policy