

Class Attendance Policy

Students expected to attend all classes. An excuse of absence is required for a student who does not attend in classes due to personal or family health reasons.

Policy

- Students are expected to attend all classes. They are allowed 15% absence without excuses and 25% absence with excuses.
- An absence for a non-acute medical service does not constitute an excused absence.
- Among the reasons of absences that are considered excused by the university are the following:
- Death or major illness in a student's first-degree relative family. First-degree family may include mother, father, sister, brother, grandparents, spouse, child, spouse's child, grandparents, legal guardian and should submit a death certificate.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Injury or Illness that is too severe or contagious for the student to attend class.
- Injury or illness of three or more days. For injury or illness that requires a student to be absent from classes for three or more business days, the student should obtain a medical confirmation note from his or her medical provider. The medical confirmation note must contain the date and time of the illness and medical professional's confirmation of needed absence and it must be from a certified hospital.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.
- The College Council or whatever body it delegates its authority to, may exempt a denied student from the provisions of attendance and allow him/her to take the examination, provided that the student presents an acceptable excuse to the council. The University Council determines the percentage of attendance, which must not be less than 25% of the lectures and laboratory sessions specified for the course
- If needed, the student must provide additional documentation substantiating the reason for the absence with the filled form of absence that is satisfactory to the instructor, within one week of the last date of the absence.
- Each faculty member will refer to the attendance policy, which will be stated in the course syllabus and shared at the first-class meeting. Certain courses may have more stringent attendance policies. Students should be aware of differences and plan accordingly.
- When the number of absences exceeds 15 % with no excuse of the scheduled classes, the faculty may issue a failing grade (DN), the student can use the retake available hours to replace the DN with R.