


Category	Enrollment and Registration	Policy Number	ACA-REG-103	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	4.0	
Responsible Office	Provost	Policy Owner	Registrar's Office	
Date Approved	17 May 2023	Effective Date	AY 2023-24	
Date Last Reviewed	12 May 2023	Due Date for Next Review	12 May 2026	

POLICY

Undergraduate Student Attendance

1. Purpose

This policy describes the requirements and responsibilities of students, faculty, and university management regarding class attendance for undergraduate courses at Zayed University.

2. Scope of Application

This policy applies to all undergraduate students attending on-campus, off-campus, and online university classes. This policy does not apply to independent study, internships, or senior projects.

3. Policy

Zayed University shall establish and enforce attendance requirements to ensure that students attend classes.

3.1 Attendance

- 3.1.1 Students are required to attend all classes, practical sessions, seminars, and examinations related to the courses in which they are registered.
- 3.1.2 Instructors are responsible to record class attendance accurately on the official online register.
- 3.1.3 Students are responsible to check and track their attendance records for each course through the Student Access Program.

3.2 Absence from Class

- 3.2.1 It is the student's responsibility to catch up on work missed through class absence.
- 3.2.2 A student who misses 5% of the class meetings allotted for a course will receive a warning from the Registrar's Office.
- 3.2.3 A student who misses 10% of the class meetings allotted for a course will receive a second warning from the Registrar's Office.
- 3.2.4 A student who misses more than 15% of the class meetings allotted for a course will receive a Withdrawal with Failure (WF) grade for the course.

3.3 Student Appeals

- 3.3.1 Student appeals against receiving a WF grade for a course after exceeding the 15% absence limit, must be submitted on the Attendance Appeal e-form within three (3) working days of the student receiving the notification of the WF grade from the Registrar’s Office.
- 3.3.2 If the appeal is upheld, the student will be allowed to withdraw from the course, and a grade of W will be assigned for that course.
- 3.3.3 If the appeal is denied, the WF grade will remain assigned for that course.

3.4 Waived Absences

Special consideration may be given to students with extraordinary circumstances for the absences to be waived. These circumstances require the approval of the Vice-President, or designee, upon the recommendation of the College Dean and the endorsement of the Provost.

4. Related Policies and Laws

N/A

5. Administration

This policy is administered by the Registrar’s Office.

6. Revision History

Date	Revision
17 May 2023	President’s Decision issued (PD#44 of 2023).
12 May 2023	Endorsed by the Executive Committee.
1 May 2023	Endorsed by the Academic Council.
6 March 2023	Endorsed by the Provost’s Council.
13 February 2023	Endorsed by the Deans’ Council. <ul style="list-style-type: none">• Clarified section on Student Appeals (3.3).• Deleted section on Extenuating Circumstances.• Added section on Waived Absences (3.4).
23 January 2023	Reviewed by the Academic Council with recommendations: <ul style="list-style-type: none">• Revise the appeal process to be in line with the MOE new funding model (3.3.3).• Revise the waived absences to be only for extraordinary circumstances that require the approval of the VP (3.4).• Return to DC for further review.
28 October 2022	Endorsed by the Provost’s Council subject to: <ul style="list-style-type: none">• Adding requirement for students to pay tuition fees to continue studying a course after exceeding 15% limit and having appeal upheld (3.3.4).• Dividing permitted absences that can be waived into official events and personal reasons (3.4.2 and 3.4.3). Updated the information header and the policy number from ACA-REG-07 to ACA-REG-103.
17 October 2022	Endorsed by the Deans’ Council subject to changing the wording in 3.4.2.d; and combining <u>Illness and Pregnancy</u> related issues in 3.4.2.e.
4 July 2022	<ul style="list-style-type: none">• Clarified student appeals (3.3).• Moved and updated waived absences from the Procedures (3.4).

27 December 2020	President's Decree issued (PD#110 of 2020).
7 November 2013	Revised policy approved by the University Council.
1 October 2000	Policy approved.