


<b>Category</b>	Enrollment and Registration	<b>Policy Number</b>	ACA-REG-103	 جامعة زايد ZAYED UNIVERSITY
<b>Classification</b>	Public	<b>Version</b>	4.0	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Associate Provost	
<b>Date Approved</b>	17 May 2023	<b>Effective Date</b>	AY 2023-24	
<b>Date Last Reviewed</b>	12 May 2023	<b>Due Date for Next Review</b>	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. Definitions

<b>Provost</b>	Provost and Chief Academic Officer
<b>SAP</b>	Student Access Program
<b>University</b>	Zayed University
<b>VP-CEO</b>	Vice-President and Chief Executive Officer
<b>W Grade</b>	Withdraw from the course without penalty
<b>WF Grade</b>	Withdraw from the course and fail the course

#### 4. Policy

Zayed University (“**University**”) shall establish and enforce attendance requirements to ensure that students attend classes.

##### 4.1 Attendance

**4.1.1** Zayed University students are required to attend all classes, practical sessions, seminars, and examinations related to the courses in which they are registered.

**4.1.2** Course instructors are responsible for recording class attendance accurately on the official online register.

**4.1.3** Students are responsible for checking and tracking their attendance records for each of their courses through the Student Access Program (“SAP”).

**4.2 Absence from Class**

**4.2.1** It is the student’s responsibility to catch up on work missed through class absence.

**4.2.2** A student who misses 5% of the class meetings allotted for a course in which they are registered will receive a warning notification from the Registrar’s Office.

**4.2.3** A student who misses 10% of the class meetings allotted for a course in which they are registered will receive a second warning notification from the Registrar’s Office.

**4.2.4** A student who misses more than 15% of the class meetings allotted for a course in which they are registered will receive a Withdrawal with Failure (“WF”) grade for the course.

**4.3 Student Appeals**

**4.3.1** 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.

**4.3.2** 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.

**4.3.3** If the appeal is denied, the WF grade will remain assigned for that course.

**4.4 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 and Chief Executive Officer (“VP-CEO”), or designee, upon the recommendation of the College Dean and the endorsement of the Provost and Chief Academic Officer (“Provost”).

**5. Related Policies and Laws**

N/A

**6. Administration**

This policy is administered by the Registrar’s Office.

**7. Revision History**

<b>Date</b>	<b>Revision</b>	<b>Ver.</b>
3 February 2025	Updated the document format.	
17 May 2023	President’s Decision issued (PD#44 of 2023).	4.0
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"> <li>• Clarified section on Student Appeals (3.3).</li> <li>• Deleted section on Extenuating Circumstances.</li> <li>• Added section on Waived Absences (3.4).</li> </ul>	
23 January 2023	Reviewed by the Academic Council with recommendations: <ul style="list-style-type: none"> <li>• Revise the appeal process to be in line with the MOE new funding model (3.3.3).</li> <li>• Revise the waived absences to be only for extraordinary circumstances that require the approval of the VP (3.4).</li> <li>• Return to DC for further review.</li> </ul>	
28 October 2022	Endorsed by the Provost's Council subject to: <ul style="list-style-type: none"> <li>• Adding requirement for students to pay tuition fees to continue studying a course after exceeding 15% limit and having appeal upheld (3.3.4).</li> <li>• Dividing permitted absences that can be waived into official events and personal reasons (3.4.2 and 3.4.3).</li> <li>• Updated the information header and the policy number from ACA-REG-07 to ACA-REG-103.</li> </ul>	
17 October 2022	Endorsed by the Deans' Council subject to changing the wording in 3.4.2.d; and combining Illness and Pregnancy related issues in 3.4.2.e.	
4 July 2022	<ul style="list-style-type: none"> <li>• Clarified student appeals (3.3).</li> <li>• Moved and updated waived absences from the Procedures (3.4).</li> </ul>	
27 December 2020	President's Decree issued (PD#110 of 2020).	3.0
7 November 2013	Revised policy approved by the University Council.	2.0
1 October 2000	New policy approved.	1.0