


Category	Graduate Studies	Policy Number	ACA-GRA-205	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	2.0	
Responsible Office	Provost	Policy Owner	Dean of Graduate Studies	
Date Approved	8 April 2025	Effective Date	1 May 2025	
Date Last Reviewed	11 March 2025	Due Date for Next Review	8 April 2028	

POLICY

Graduate Student Attendance

1. Purpose

This policy describes the requirements and responsibilities of graduate students and faculty regarding class attendance for graduate courses at Zayed University.

2. Scope of Application

This policy applies to all graduate students attending on-campus and/or off-campus University classes. This policy does not apply to practicum/internships or thesis.

3. Definitions

Provost	Provost and Chief Academic Officer
University	Zayed University

4. Policy

Students are expected to attend all classes, labs, seminars, and examinations related to the courses in which they are registered. If they cannot attend class for any reason, they are responsible for following the guiding principles below in a timely manner.

5. Guiding Principles

5.1 The faculty will establish class attendance and record-keeping standards in the course syllabus based on departmental guidelines.

5.2 Students are not allowed to attend classes without being officially registered in the course.

5.3 Permission to make up work may be granted by faculty depending on the standards outlined in the course syllabus.

6. Related Policies and Laws

- ACA-GRA-202 Academic Progress in Graduate Programs
- ACA-GRA-208 Academic Appeals for Graduate Programs

7. Administration

This policy is administered by the Deanship of Graduate Studies.

8. Revision History

Date	Revision	Ver.
1 May 2025	Chair of the Board's Decision issued (CBD#10 of 2025).	2.0
8 April 2025	Approved by ARSAC.	
11 March 2025	Endorsed by the UPSC subject to some minor edits. (<i>Actions completed</i>)	
1 March 2025	<ul style="list-style-type: none">• Clarified attendance rules to be determined by each department and removed other details.• Clarified faculty responsibility regarding creating attendance standards (5.1.1). Endorsed by the Graduate Council by circulation.	
27 February 2025	Presented to the UPSC and returned with recommendations for revision	
21 November 2024	Endorsed by the Deans' Council.	
22 October 2024	<ul style="list-style-type: none">• Clarified faculty responsibility regarding keeping attendance records (5.1.1).• Added attendance warnings will be sent at 30% and 40% absence (5.2.5).• Added information about notifying the student that a WF grade will be assigned (5.2.6).• Added information about student right to appeal to convert WF to W (5.2.7). Endorsed by the Graduate Council.	
9 November 2022	Administrative change: <ul style="list-style-type: none">• Updated the information header to be in line with the new format.	
28 September 2021	President's Decision issued (PD#54 of 2021).	1.0
25 February 2021	New policy drafted.	