


Policy Group	Admissions and Registration	Policy Number	ACA-REG-07	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	27 December 2020	Effective Date	27 December 2020	
Date Last Reviewed	17 December 2020	Due Date for Next Review	17 December 2023	

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. 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 Students have the right to appeal recorded absences at any time. They may request to withdraw from a course without penalty or appeal to have absences removed from their record. Requests to withdraw from a course

without penalty must be submitted within the given timeframe as stated in the ZU Academic Calendar.

- 3.3.2 All appeals are to be submitted online in the semester in which the absence(s) occurred by following the process described in the accompanying Procedures.
- 3.3.3 Successful appeals require the approval of the College Assistant Dean for Student Affairs.
- 3.3.4 Students who successfully appeal against exceeding the 15% absence limit once in a course are not permitted to appeal against exceeding the 15% limit again for that same course.

3.4 Extenuating Circumstances

- 3.4.1 Students may appeal to have their absences excused for extenuating circumstances such as for attending college- or university-approved events or for mourning. Successful appeals require the approval of the College Assistant Dean for Student Affairs.
- 3.4.2 Successful appeals based on other extenuating circumstances require the approval of the College Dean.

4. Related Policies and Laws

N/A

5. Administration

This policy is administered by the Admissions and Registration Department.

6. Revision History

Date	Revision
27 December 2020	President's Decree issued (PD#110 of 2020).
17 December 2020	Approved by the University Council (No.4 of 2020).
25 November 2020	Endorsed by the AAC/UC with minor changes to Section 3.3 Student Appeals.
9 November 2020	Endorsed by the Academic Council by circulation.
26 October 2020	Endorsed by a joint session of the Deans' Council and Provost's Council subject to the following revisions: <ul style="list-style-type: none"> • Added senior projects to the scope of Application (2); • Realigned the clauses in 3.2; • Clarified that appeals to withdraw without penalty must be submitted within the given timeframe (3.3.a); • Realigned the clauses in 3.4; • Changed approval for other extenuating circumstances to be with the College Dean not the Provost (3.4.b). <i>Actions completed.</i>
30 September 2020	Revisions: <ul style="list-style-type: none"> • Added Distribution; • Added Undergraduate Student to the name of policy for clarification; • Added a Purpose section (1); • Expanded the scope of application (2); • Added instructors' responsibility (3.1.b); • Changed warnings to be sent from Registrar's Office not the colleges (3.2.a and b);

	<ul style="list-style-type: none"> • Added student's responsibility to make up work missed through absence (3.2.d); • Added student's right to appeal (3.3); • Added extenuating circumstances (3.4); • Updated the Related Policies.
24 November 2019	Updated the policy group, policy numbers, Responsible Office, Administration, and format.
7 November 2013	Approved by the University Council.
1 October 2000	Policy approved.