


Policy Group	Graduate Studies	Policy Number	ACA-GRA-12	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	28 September 2021	Effective Date	28 September 2021	
Date Last Reviewed	New Policy	Due Date for Next Review	19 August 2024	

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. 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. Policy

Students are expected to attend all classes, labs, seminars and examinations related to the courses in which they are registered. If they are unable to attend class for any reason, they are responsible for following the guiding principles below in a timely manner.

4. Guiding Principles

4.1 Attendance

- 4.1.1 Faculty will determine the attendance recording standards for their classes.
- 4.1.2 Students are responsible to keep track of their own attendance.
- 4.1.3 Students are not allowed to attend classes without being officially registered in the course.

4.2 Absence from Class

- 4.2.1 It is the student's responsibility to inform the instructor in a timely manner if they are going to be absent from class.
- 4.2.2 It is the student's responsibility to catch up on work missed through class absence.
- 4.2.3 Permission to make up work may be granted by faculty for reasonable cause. Requests must be made immediately upon the student's return to class.
- 4.2.4 Students should notify the Graduate Program Coordinator concerning lengthy absences due to illness or other causes, and appropriate documentation is required in such cases.
- 4.2.5 If a student misses more than 50% of the class meetings according to the record of the instructor, the student may be dismissed from the class. The decision will be made by the instructor in consultation with the Graduate Program Coordinator.

4.3 Reasonable Causes for Absence

4.3.1 Students who are absent from class should provide relevant and official documentation.

4.3.2 Categories of reasonable cause and the documentation required are:

- a) University sponsored student activity; an official letter from the college/department sponsoring the activity is required.
- b) Medical issue; a medical report indicating the issue as well as the implications of the condition is required.
- c) Work-related commitment; an official letter from the place of employment is required.
- d) Family emergency.

5. Related Policies and Laws

ACA-GRA-05 Academic Progress in Graduate Programs

ACA-GRA-09 Academic Appeals for Graduate Programs

6. Administration

This policy is administered by the Graduate Studies Deanship.

7. Revision History

Date	Revision
28 September 2021	President's Decision issued (PD#54 of 2021) after being approved by circulation by the University Council.
19 August 2021	Endorsed by the UC's Academic Affairs Committee subject to the end of Section 3 reading "following the guiding principles below in a timely manner." (<i>Action completed</i>)
25 May 2021	Endorsed by the Academic Council.
14 April 2021	Endorsed by a joint session of the Deans' Council and Provost's Council.
25 February 2021	New policy drafted.