

**NUGAAL**



**UNIVERSITY**

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# **ACADEMIC OFFICE**

## **ATTENDANCE POLICY**

Students are expected to attend each meeting of their registered courses. Experience demonstrates that regular attendance enhances academic success. However, the University recognizes that there are times when students may miss an occasional class and has instituted a policy that takes this into consideration.

1. Any student registered for a course is required to attend all lessons including group discussions, independent studies, project works, and lab. Sessions etc.
2. Every instructor is required to keep record of students' activities, participations, and design his/her own mechanism of maintaining the learner's interest and interest in the learning activities taking place in the classroom.
3. Instructors may include class participation as one component of evaluation and grading. Therefore, lack of attendance may influence your ability to do well in a course where participation is highly valued by the instructor.
4. The University's detailed attendance policy is included in the Student Handbook. It is the student's responsibility to be aware of the attendance policy and his individual instructors' policies on late or missing work. Failure to comply with the University attendance policy may result in dismissal from a course for poor attendance.
5. A student with recorded absence (with or without valid reasons) of more than 20% of the contact hours and 10% of demonstration, practice or laboratory sessions would not be considered and evaluated for the course. There are NO EXCUSED ABSENCES under this policy. All absences are counted, regardless of the reason for the absence, including but not limited to field trips, illness, athletic trips, court appearances, and other personal reasons.
6. Students are responsible for keeping track of the number of their absences. Instructors are not required to notify a student orally or in writing if the student has excessive absences.
7. A student who is absent from classes for a day must come up with satisfactory explanation to his/her instructor and department.
8. A student with reasonable absence for no longer than three days must be able to produce valid evidence and must get a written permission from the Academic Dean to resume the class.
9. A reasonable absence could be because of sickness, death of family members such as father, mother, brother, sister, husband, wife, or child, getting imprisonment, and accident on the student him/herself and the like.

10. Evidence shall be acceptable only when obtained from a designated person or office such as, court, police stations, government office, health institutions, doctor, and local administrations.
11. Attendance in an online course is defined as an active post or submission within the course including discussions, written assignments, and tests.
12. A stricter alternative attendance policy may be applied within a curriculum, with the approval of the senate. An instructor will notify students in writing when it is necessary to apply a more restrictive and approved policy due to educational requirements.
13. All instructors will take a roll call at the first or last 10 minutes of every class.
14. Students coming later than the 15 minutes will be marked absent depending on the discretion of the instructor.
15. Students may leave a class without penalty if the professor does not arrive within 15 minutes of the scheduled meeting time unless the class is otherwise notified by the professor.