The American University of Kurdistan
Policy of Student Class Attendance

Policy Number: <u>AS002</u>
Effective Date: June 2, 2024

CONTENT

I.   INTRODUCTION

a. **Authority**: The Board of Trustees (herein referred to as "Board") at The American University of Kurdistan (herein referred to as "AUK" or "University") is authorized to establish rules and regulations to govern and operate the University and its programs.

b. **Purpose**: This policy ensures that AUK students benefit from the educational process and reach the defined learning outcomes through classroom attendance and participation in the learning process.

c. **Scope**: This policy applies to AUK students, Admissions and Registration Department (ARD), Provost's Office, Deans/Chairs of Departments, faculty, and academic advisors.

II.   ROLES AND RESPONSIBILITIES

a. **Responsible Executive**: Provost

b. **Responsible Administrator**: Deans, Department Chairs, Director of ARD

c. **Responsible Office**: ARD

d. **Policy Contact:** Director of ARD

III.   DEFINTION

The Student Class Attendance Policy outlines the institutional class attendance requirement, the consequences of exceeding the maximum allowed limit of class absences, and procedures for processing administrative withdrawal when a student exceeds the maximum absence limit.

IV.   POLICY STATEMENT

As per regulations set forth by the Ministry of Higher Education and Scientific Research, KRG, student attendance at university classes is mandatory as attendance increases learning, academic achievement, and engagement in the curricular and extra-curricular activities at the university. Attendance also promotes effective time management.

At AUK, attendance and participation are required in all classes, studio, and laboratory sessions. Students who exceed the maximum allowed absences in a course will be administratively withdrawn with W or WF Grade.

The University recognizes that absences, or excessive absences, may be indicative of a variety of issues. Students having trouble attending classes due to a variety of reasons should first discuss with their Instructor(s) and/or their academic advisor. If the issue merits a holistic approach, then the Instructor/advisor should refer the student to Counseling Services, Access and Disability Support Services, and/or the Health Clinic for support.

V.   POLICY PRINCIPLES

Absences, for whatever reason, do not relieve students of their responsibility of fulfilling all course requirements. Students must be aware of the following:

- Instructors must record attendance at the start of each class, marking students as present/absent.
- Students who register in a course during the Add/Drop Period will be marked as "excused" for the missed classes up to the date of their registration.
- Students will be automatically informed once their absence rate reaches 7% (2-3 classes as per course meeting schedule).
- Students are allocated a credit of 10% (3-4 classes as per course meeting schedule) for potential absences; this can possibly be extended to 15% (5-6 classes as per course meeting schedule) subject to Instructor approval. Once the student exceeds the 15% absence rate threshold, the Instructor will consult with the Department Chair/Dean as to the actions to be taken. This may include an administrative withdrawal from the course. Students are eligible to appeal administrative withdrawal by providing essential evidence/documentation.
- Students must use all of their allotted absences before they can request an excused absence. Excused absences include: absences due to participation in official university activities (those activities sanctioned by university officials); medical emergencies; and bereavement.

Students are eligible to appeal administrative withdrawal by providing essential evidence/documentation, limited exclusively to these three cases:

1. *Proven Medical Emergency*
   Medical evidence validation is mandated. Student must take the medical documents for checking their validity to the designated public medical center, the "Zaneen Specialized Center for School Health," situated behind Azadi Hospital and across from Duhok Eye Hospital.

2. *Bereavement*
   The death of relatives including: grandparents, parents, siblings, spouses, children.

3. *Held by a third party beyond their control (police, court, etc.)*

In each of these three cases, the appeal process involves submitting the appeal form, along with the required official evidence, to the College Manager for sharing with the student's Instructors for review. This submission should occur within five days of the student receiving notification of the administrative withdrawal. Following the review, the College Manager will convey the validity status of the documents to the Department Chair. Upon securing approval from the Department Chair, the College Manager will then inform the Instructor and the ARD office about the final decision. Cases that receive approval will be designated as excused in the attendance record.

Note the following regarding administrative withdrawal:

- Non-attendance without giving notice for withdrawal does not constitute an official withdrawal and may result in a failing grade; withdrawal must be officially executed in the ARD.
- Withdrawal from a course may impact the student's full-time status and result in the loss of financial aid and scholarships.
- Students are responsible for paying costs for any failed, withdrawn, or repeated courses due to the course administrative withdrawal.

Tuition fees are refundable for administrative withdrawal from the University, subject to the following:

Administrative Withdrawal Date	Refund %
• Until the end of the third week of any regular semester. • Until the end of the second week of the Summer semester	75%
• Until the end of the Fourth Week of any regular semester. • Until the end of the third week of the summer semester.	25%
• Beyond the end of the Fourth week of any regular semester. • Beyond the end of the third week of the summer semester.	No Refund

VI.   POLICY PROCEDURES

- Faculty are responsible for recording students' classroom attendance.

- Students are responsible for checking their absences with their Instructor.

- Students will receive a notification regarding their absences via e-mail or another method.

- When a student reaches the 10% absence threshold, the Instructor and/or Department Chair will reach out to the student to discuss issues relative to the absences and the impact of these absences on the student's chances of academic success in the course.

- If the Instructor decides to execute the administrative course withdrawal form, s/he will sign, along with the Department Chair; it will then be forwarded to Finance and the ARD for processing.

- ARD informs the student officially about his course administrative withdrawal via the registration e-mail.

- A (W) grade will be given if the administrative withdrawal form is submitted to ARD by the end of the twelfth week of every regular semester. After the twelfth week, a (WF) grade will be given, which has the same effect as the F Grade on the CGPA.

- A (W) grade will be given in the summer semester if the administrative withdrawal form is submitted to ARD until the end of the sixth week. After the sixth week, a (WF) grade will be recorded.

VII.   POLICY HISTORY

a.   **Approved by**: Board of Trustees

b.   **Adopted**: June 2, 2024

ADMINISTRATIVE COURSE WITHDRAWAL

Note: <u>To be used as per the Instructor's request</u> when the student's total absences exceed limits. The Instructor must sign the form prior to its processing.

Student Name		Academic Year	
Student ID		Semester	
Program		College	

Course Code and Section	Course Title	Credits	Instructor's Signature	Date

Department Chair/Dean Signature and Date:

Finance Office Signature and Date:

ARD Signature and Date:

Copies:
- ➢ College
- ➢ ARD
- ➢ Finance Office
- ➢ Student