

Policy Title	Attendance Policy
Responsible AIU Office (Higher Management/Directorate)	Vice President for Academic Affairs
Policy Owner (Executive Department/Office)	Academic Program Admission and Registration
Pertinent Dates	Create Date: March 2022 Expire Date: Revise Date: Approve Date: Effective Date:

I. SCOPE OF POLICY

Students are obligated to attend at least 75% of the contacting hours of each course. Absence or tardy should be recorded and reported. The student who does not regularly attend classes will receive warning and might be forced withdrawn from the course.

II. DEFINITIONS

Force Withdraw (FW): A grade assigned to s students who keep absent in a course after receiving two warnings. FW grade is assigned by the instructor and not calculated in the CGPA.

III. POLICY STATEMENT

- Enrolled students are obligated to attend at least 75% of any course work by physical attendance or online according to the nature of each course.
- Auditing/controlling students' attendance starts from the third week of study.
- The student receives first warning if absent 10% (absent 2 classes) of the course work, then receives the second warning if absent 15% (absent 3 classes) of the course work. Then the student will be assigned a forced withdraw (FW) grade if keeps absent for 25% (absent 4 classes).
- The student who misses a class for circumstances beyond his control may apply for an "Excuses Absence" and submit the supporting documents. The request will be reviewed by the dean of the faculty. If approved, the absent sessions will not be counted in the absenteeism report.

Required Documents:

- 1- Excuse Absence Request.
- 2- Recording students' absent sheet.

IV. RESPONSIBILITIES

- Students are responsible for attending classes and submit a request for excused absent if have an excuse.
- The University doctor reviews the excused absence request if filed for medical issue.
- The instructor is responsible for taking the attendance and absence record.
- The program director is responsible for reviewing the excused absent request and communicating the “Students’ Absent Sheet” to the Registrar office.
- Dean of the concerned faculty to approve/decline the student’s request for an excused absence.
- The Registrar office to follow-up the excused absence requests, keep the absence records in the students’ files and reporting issues.

V. POLICY STANDARDS AND PROCEDURES

- 1- The student applies for an excuse absence request if absent for circumstances beyond his control.
- 2- The request to be reviewed by the clinic doctor if filed for medical issues and give the proper recommendation.
- 3- The request to be reviewed by the concerned faculty to give a final decision whether to accept or decline the request.
- 4- The course instructor fills an excel sheet with students’ absence records and send them to the program director.
- 5- The program director to collect all absence reports for the program and sends them to the registrar office via email: registrar@Aiu.edu.eg.
- 6- The registrar office sends the warning or FW notification to the student’s official email and CC the course instructor, program director. And prepare periodic reports presented to the Vice President for Academic Affairs.

VI. FORMS/INSTRUCTIONS (if applicable)

طلب غياب يعذر

أرجو من سيادتكم الموافقة على تعيبي عن المحاضرات في الفترة الموضحة أدناه وأتعهد وأقر بالتزامي بحضور المحاضرات في برنامجي الحالي فور انتهاء سبب الغياب.

اسم الطالب			
الرقم الجامعي	الرقم القومي		
رقم التليفون	الإيميل الجامعي		
المجال/ البرنامج المسجل به			
فصل الالتحاق	الفصل الدراسي الحالي		
سبب طلب الغياب			
تاريخ بداية الغياب	تاريخ معاودة الانتظام		
هل يوجد امتحانات خلال فترة التعيب	نعم <input type="checkbox"/>	لا <input type="checkbox"/>	
في حالة الاجابة بنعم، اذكر المقررات			
توقيع الطالب			
تاريخ تقديم الطلب			
خاص بإدارات الجامعة			
ملاحظات القبول والتسجيل			
التوقيع	التاريخ		
رأي المرشد الأكاديمي	موافقة <input type="checkbox"/>	رفض <input type="checkbox"/>	توقيع
ملاحظات			
رأي رئيس البرنامج	موافقة <input type="checkbox"/>	رفض <input type="checkbox"/>	توقيع
ملاحظات			
اعتماد عميد الكلية	موافقة <input type="checkbox"/>	رفض <input type="checkbox"/>	توقيع
التاريخ			

Instructor Name		
Instructor Email		
Program Director Name		
Program Director email		
Course Code		
Course Title		
Absent Student's ID	Absent Student name	Warning no. #

VII. APPENDICES (if applicable)

Refer to the following policies:

- 1- Grading System
 - 2- Academic Calendar
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VIII. CONTACT INFORMATION

Email: registrar@Aiu.edu.eg

Website: <https://aiu.edu.eg/>

Facebook Page: <https://www.facebook.com/AiuOfficialgov>

Triggered by:	Name: Nadia Eltelaity	Date: March 2022	Sig.
Created by:	Name: Nadia Eltelaity	Date: March 2022	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.