

Policy: **STUDENT CLASS ATTENDANCE POLICY**

AUM Policy Category: Academic Regulations

Policy Title	Student Class Attendance Policy
Policy Ref:	AUM-2023-02-17-NONE-00010_version_3
Effective Date	17 <sup>th</sup> of February 2023
Responsible Office	Provost Office, Faculty Meeting
Responsible Executive(s)	Chair, Academic Council

**Policy for non-EAP students:**

- Students must attend with regularity all classes for which they've enrolled including Laboratory courses, lectures, and practical sessions. This includes the first 2 weeks of the semester.
- Non-attendance is defined as a student missing any part of a class (including the beginning) or in-person assessment.
- Non-attendance is classified as either regular or excused.
- Regular non-attendance of more than 25% will result in the student being dropped from the class and will receive either an "F" or "U".
- For students on a visa, regular non-attendance of more than 25% will be reported to Identity Malta which may result in the loss of visa.
- Students' grades can be affected by regular non-attendance if it is so specified in the syllabus.
- Excused non-attendance is not counted in the 25% of non-attendance and are not limited in the number of occurrences.
- Excused non-attendance is limited to documented medical reasons or to other reasons.
- Non-attendance due to medical reasons of more than seven consecutive calendar days or of 3 or more consecutive classes must be documented by a medical certificate. The medical certificate must be sent to the registrar within 2 weeks of resuming attendance.
- Non-attendance due to other reasons must either be one that is accepted by the course instructor or one that is accepted by the Office of Student Affairs through a petition. Such petition must be submitted either before the incident if foreseen or within two weeks after the incident if unforeseen. When the Office of Student Affairs approves a petition for non-attendance, this must be immediately reported to the course instructor and the registrar.
- Faculty are responsible for taking attendance in each class and to update the attendance records in AUM's Student Information System at least once a week.
- For online classes:
  - Students must turn on the camera during attendance checking.
  - If a student does not indicate any presence when an instructor directly interacts with a her or him when called 2 times within about a 2-minute interval, then the student can be considered absent.
- It is the responsibility of the student to catch up to any missed material due to any type of absence.
- The Registrar's office will issue Non-Attendance Warning Letters as follows:
  - Between 11% and 15% - 1<sup>st</sup> Non-Attendance Warning Letter
  - Between 16% and 20% - 2<sup>nd</sup> Non-Attendance Warning Letter

- Between 21% and 25% - 3<sup>rd</sup> Non-Attendance Warning Letter
- More or equal to 25% missing classes – Dismiss from the course with F grade.

**Policy for EAP students** (English for Academic Purposes), all policies related to regular and excused non-attendance are applicable with the following modifications:

- If a student is not present at the beginning of the class, they are 'late'. Being 'late' 3 times is equivalent to one absence.
- Students who are absent for 2 classes will receive an attendance warning.
- Students who are absent for 3 classes will have to meet with the EAP Coordinator.
- Students who are absent for 4 classes will receive a failing grade for the class but may need to continue to attend classes to maintain their AUM student status.
- Students who are absent for 10 classes will be suspended from AUM and may be reported to the Central Visa Unit.