

Student Attendance

Policy: **STUDENT CLASS ATTENDANCE POLICY**

AUM Policy Category: Academic Regulations

Policy Title	STUDENT CLASS ATTENDANCE POLICY
Policy Ref:	AUM_17_02_2023_version_2_00010
Effective Date	17th February 2023
Responsible Office	Provost Office
Responsible Executive(s)	Deans of Colleges

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% - 1st Non-Attendance Warning Letter
- Between 16% and 20% - 2nd Non-Attendance Warning Letter

- Between 21% and 25% - 3rd 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.

Reviewed and updated: February 2022