

5.5 Student Attendance

Students registered for any course are expected to attend all lectures and must attend all laboratories, examinations, quizzes, and practical exercises, and are subject to penalties specified by the instructor for that course.

Students who miss class must obtain permission from the course instructor to make up missed work. This permission must be requested at the earliest possible opportunity and before the absence, if possible. The make-up class must be completed within two weeks after the absence. In the case of missed final examinations, the policy 5.7 Incomplete Work (page 29) applies. In excused circumstances, the instructor, with the agreement of the academic unit head offering the course, may require an alternative to making up the missed work.

University guidelines for lateness and attendance are as follows:

- a. Any absence may affect the student's grade.
- b. Instructors need not to give substitute assignments or examinations to students who miss classes without official permission.
- c. Three occasions of lateness count as one absence. Lateness is defined by the individual instructor.
- d. If a student misses classes for any reason, the instructor should initiate the following actions;
 - 1) A reminder is issued to the student by the instructor or student advisor if the student misses 5% of class meetings,
 - 2) Instructor will inform student and Office of Student Affairs and Registration if the student misses 7% of class meetings.
 - 3) Office of Student Affairs and Registration issues a warning and calls the student to inform him and write a pledge letter,
 - 4) Student will receive F in that course if his/ her absent exceed 10% of class meeting.
 - 5) Student with legal excuse (see 5.7 and 5.7.a) and after the approval of the University Council his/ her absent may reach 15% of class meeting.
- e. Instructors are required to keep attendance records and to draw students' attention to attendance requirements noted in the course syllabus.
- f. The specific application of the attendance guidelines is at the instructor's discretion.

5.7. (B) Medical Report Procedures

KUST recognize the policy and Procedures set by the MHESR for considering a medical report particularly during the Exam. Based on Ministry of Higher education and Scientific Research the medical reports will be valid after the verification by the

permanent medical committee of the governorate. In order facilitate the procedure KUST has arranged the following with Shorsh hospital:

1. Students will take supporting medical letter from the Office of Student Affairs and Registration.
2. Student must visit the doctors of Shorsh hospital on the same day they get this means that your sick leave is for the date written on the supporting medical letter.
3. After visiting the doctors of Shorsh hospital and getting the necessary medical prescriptions and in case of granting a sick leave the report has to be confirmed by Director of hospital.
4. Without the confirmation of the Director your medical letter (approved by the doctors) will not be considered.
5. After submitting your medical letter to the Office of Student Affairs and Registration KUST will consider your sick leave request, the student will be notified through the Office of Student Affairs and Registration.

NOTE:

Students cannot get a supporting medical letter from Office of Student Affairs and Registration dated in the past or future.