

Policy No. ---

**JAZAN UNIVERSITY**  
**COLLEGE OF NURSING**  
**VICE-DEANSHIP FOR ACADEMIC AFFAIRS**  
**ACADEMIC POLICIES AND PROCEDURES FOR THE**  
**UNDERGRADUATE PROGRAM**

**TITLE OF POLICY:**

**ATTENDANCE**

**ORIGINAL DATE:**

**APRIL 2019**

**LAST REVIEWED/REVISED:**

**JANUARY 2022**

<b>Attendance Policy</b>	<ol style="list-style-type: none"><li>1. Attendance policy is guided by The Statute of Undergraduate Study and Examinations Second Edition 1440 H -2018 G and The Statute of Students' Rights and Obligations 2018.</li><li>2. Attendance and absenteeism policy explained to the students since their admission to the college and then reinforced during the beginning of each course.</li><li>3. Students expected to attend all classes in courses for which they registered in the College of Nursing.</li><li>4. If unable to attend scheduled classes, the student must assume responsibility for content and assignments missed.</li><li>5. Students are required to attend all planned practical and clinical experiences.</li><li>6. It is the responsibility of the student to notify the instructor, in advance, if unable to attend planned lectures, practical, or clinical duties.</li><li>7. More than 10 minutes late for 1h class is considered absent unless the course instructor decided otherwise based on specific justification/evidence.</li><li>8. Late students are allowed to enter the class even if they will be considered absent. No students should be expelled from the class because of their arrival time.</li></ol>
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9. Students' attendance regularly monitored through the EDUGATE system where the course coordinators upload the attendance on a daily basis  
<http://edugate.jazanu.edu.sa/jazan/init;jsessionid>  
<http://edugate.jazanu.edu.sa/jazan/ui/staff/insertAbsences/index/insertAbsences>  
[IndexTest.faces](#)
10. Absent students should submit an absence report to the Students' Affairs Unit within one week of the absence day.
11. A student who, for no valid reason, remains absent from campus or from classes for an excessive length of time during a semester may be withdrawn from the college.
12. All absence reports to be studied by the Students' Committee; Students and faculty members will be notified of the accepted excuses.
13. Accepted excuses should not be removed from EDUGATE until the prohibition list is generated. If a student was found to be prohibited, then his/her accepted excuses will be considered to remove the absence from EDUGATE ONLY IF his/her absences did not exceed 50%.
14. To be eligible to appear in the final examination a student should have a minimum of 75% attendance in the semester classes.
15. Absence rate of 25% or more in a course is considered prohibited; the student will be prohibited from continuing the course and will be denied entrance to the respective final examination, and is considered to have failed that course and is given the grade (DN) in the course.