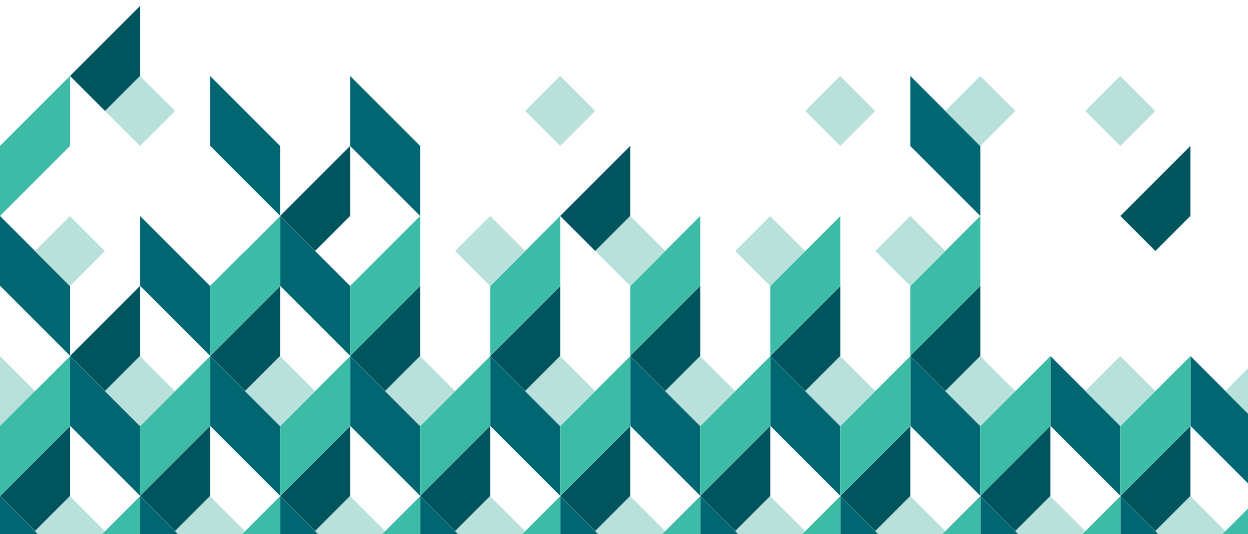




عمادة
القبول
& التسجيل
Admissions
& Registration

Guidelines for Class Attendance/Absence

Guidelines for Ethical Classroom Behavior



Guidelines for Class Attendance / Absence

All students enrolled in the University are required to attend the scheduled lectures according to the hours allocated to each course in the study plan. Consistent attendance of lectures provides the student with the best opportunity of understanding the subject matter of the courses in which he/she is registered. Although attendance is not used as a criterion for grading, there are in class participation activities which are an integral part of the course. These include, among others, participation in class discussions, presentations, the defense of student projects, and group discussion work. Frequent absences, whether excused or unexcused, may affect the final grade.

1. The student is not permitted to absent himself from more than 15% of the hours allocated to each course.
2. Students with an absence rate approaching (15%) of lectures and have offered no valid excuse, will be notified by faculty members.
3. Any student who has exceeded the 15% absence rate in a specific course and has not offered an acceptable excuse to the School Dean will be prohibited from taking the final exam for that course, and shall have a grade of "Zero" entered in his/her student record.
4. A student who has exceeded the 15% absence rate in a specific course but has had the absence approved by the School Dean will be considered as having withdrawn from that course and hence, withdrawal policies will be applied.
5. It is University policy to excuse the student absence for the following reasons:
 - a. Illness or injury which prevents the student from attending class, backed by a medical report approved and stamped by the University physician.
 - b. Participation in University activities at the request of University administration.
 - c. Compelling verifiable circumstances which are beyond the student's control. The onus is on the student to provide proof of such circumstances.

The student is responsible for completing any missed course material, exams, home works, or class-based evaluation. The course instructor must allow the student to make up any missed work if the student's absence has been excused (as stated in point 5), in the manner he deems appropriate.

*Please refer to Article 9 (Attendance) of Chapter 4

of the Regulations Governing the Granting of a Bachelor's Degree at Princess Sumaya University for Technology as the primary source of this document.

Guidelines for Ethical Classroom Behavior

Students are expected to actively attend all lectures, discussions and seminars as scheduled by course syllabuses. Adherence to the following guidelines is required to maintain the high level of performance that embodies our academic excellence and enhances our educational record.

1. Students are expected to arrive at class on time, before the instructor enters the classroom, and stay for the entire class period, as stated in the Regulations.
2. All cell phones should be turned off upon entering the classroom and should not be used during class time for any reason.
3. As a basic rule of attendance and participation, all students must maintain quiet and order during lectures, and avoid any additional conversation that will affect the progress of the lecture and infringe upon other students' right to receive knowledge. Any violation of discipline or order within lectures will expose the student to disciplinary sanctions.
4. Any student arriving late to a lecture will bear the responsibility of any action taken by the course instructor in order to maintain the appropriate learning environment, in accordance with the rules and regulations.
5. Students are expected to submit all course-related material, such as reports, research, home works, or any other work requested by the instructor within the set deadline, considering they form part of the grade awarded for participation.
6. Students are not allowed, under any circumstances, to bring along visitors to the classroom.
7. It is prohibited to bring food and drink into classrooms and lecture halls.
8. Students should abide by the University rules and regulations at all times, showing respect for themselves, their colleagues and all personal property in the classroom.
9. Students are expected to maintain the good condition of classroom equipment and fixtures and refrain from writing on or otherwise damaging furniture.