

CLASS ATTENDANCE POLICY

Policy #	AA-428	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1. Scope

This policy applies to all FBSU students.

2. Policy

2.1 FBSU students are expected to attend all classes, laboratories, or required field work. A student is responsible for the work that is done, and for any announcements that are made during their absence. They are allowed 15% absence without excuses and 25% absence with excuses.

2.2 Tardiness to classes is not at all tolerated. In cases of tardiness, the following rule applies: students who are absent for more than 10 minutes of class time are considered as absent.

2.3 Students who absent themselves during a semester for more than 25% of the required number of lectures of any course are not allowed to continue the course, denied from sitting for the final examination, and assigned a course grade of DN, which is reported on their transcript.

2.4 Absences on Medical Grounds

Among the reasons of absences that are considered excused by the university are the following:

2.4.1 Death or major illness in a student's immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse's child, grandparents, legal guardian and should submit a death certificate.

2.4.2 Illness of a dependent family member.

2.4.3 Participation in legal proceedings or administrative procedures that require a student's presence.

2.4.4 Injury or Illness that is too severe or contagious for the student to attend class.

2.4.5 Injury or illness of three or more days. For injury or illness that requires a student to be absent from classes for three or more business days, the student should obtain a medical confirmation note from his or her medical provider. The medical confirmation note must contain the date and time of the illness and medical professional's confirmation of needed absence and it must be from a certified hospital.

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2.5 Attendance Principles

- 2.5.1 An absence for a non-acute medical service does not constitute an excused absence.
- 2.5.2 All missed laboratory or field work must be made up.
- 2.5.3 All missed pop-quizzes shall not be made up unless a valid excuse is furnished by the student.

3. Related Documents

- 3.1 DN Grade Form (AA-428-F1)