

The American University of Kurdistan  
Policy of Student Class Attendance  
**\*Subject to Board Approval**

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I. INTRODUCTION

- a. Authority: The Board of Trustees (herein referred to as "Board") at The American University of Kurdistan (herein referred to as "AUK" or "University") is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. Purpose: This policy ensures that AUK students benefit from the educational process and reach the defined learning outcomes through classroom attendance and participation in the learning process.
- c. Scope: This policy applies to AUK students, Admissions and Registration Department (ARD), Provost's Office, Deans/Chairs of Departments, faculty, and academic advisors.

II. ROLES AND RESPONSIBILITIES

- a. Responsible Executive: Provost
- b. Responsible Administrator: Deans, Department Chairs, Director of ARD
- c.





VI. POLICY PROCEDURES

Faculty are responsible for recording students' classroom attendance.

Students are responsible for checking their absences with their Instructor.

Students will receive a notification regarding their absences via e-mail or another method.

When a student reaches the 10% absence threshold, the Instructor and/or Department Chair will reach out to the student to discuss issues relative to the absences and the impact of these absences on the student's chances of academic success in the course.

If the Instructor decides to execute the administrative course withdrawal form, s/he will sign, along with the Department Chair; it will then be forwarded to Finance and the ARD for processing.

ARD informs the student officially about his course administrative withdrawal via the registration e-mail.

A (W) grade will be given if the administrative withdrawal form is submitted to ARD by the end of the twelfth week of every regular semester. After the twelfth week, a (WF) grade will be given, which has the same effect as the F Grade on the CGPA.

A (W) grade will be given in the summer semester if the administrative withdrawal form is submitted to ARD until the end of the sixth week. After the sixth week, a (WF) grade will be recorded.

VII. POLICY HISTORY

- a. Approved by



