

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Student Attendance Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-011	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

Students enrolled at AIU are expected to attend all scheduled classes, practical sessions, seminars, and examinations for their registered courses. This policy establishes AIU's attendance requirements and the consequences of excessive absence, consistent with accreditation requirements.

Scope

This policy applies to all undergraduate academic programs offered by AIU.

Purpose

The purposes of this policy are:

- Define the permitted absence thresholds and the consequences of exceeding them
- Identify the consequences of not attending classes
- Demonstrate compliance with accreditation requirements

Definitions and Abbreviations

Documented Excuse: Proof of an excused absence, including authenticated sick leave, illness or death of an immediate family member, participation in a University-authorized activity, required participation in compulsory national or military service duties under Kuwait law, and other University-approved reasons.

FA (Failed Due to Absence): A grade assigned to a student who exceeds the maximum allowable absences in a course, barring them from sitting the final exam.

Student Attendance System: The digital system used by faculty to record student attendance and track absences for each course.

Policy

Article 1: General Requirement

Students notify their instructor in advance, where possible, of an absence that may be excused, such as a severe medical condition, family emergency, or authorized University activity. Attendance monitoring is systematically enforced: faculty are responsible for timely recording, and students for tracking their own attendance via the Student Attendance System. All absences, excused or unexcused, count toward the allowable threshold. Class attendance is not used as an assessment measure; a student's grade is not raised or lowered based on attendance or absenteeism within the limits set here.

Article 2: Notification Thresholds

Absence Level	Consequence
10%	First warning sent via email.
15%	Final warning sent via email.
20%	Barred from sitting the exam (FA); may be changed to (W) Withdrawn if the Dean of the School approves a documented excuse.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Student Attendance Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-011	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

25%	Up to 25% absence may be permitted only for students officially representing Kuwait or AIU, subject to documented approval.
-----	---

Article 3: Administration of the FA Grade

The Registration Office updates the student's academic record with the FA grade once the maximum allowable absence percentage is exceeded. In exceptional circumstances, the Dean of the School may approve removal of the FA grade, allowing the student to continue attending classes. Where the Dean accepts a documented excuse and approves a change from FA to W, or removal of FA, the instructor applies via the e-services portal and, upon approval, the Registration Office implements the change.

Article 4: Compulsory National or Military Service

A student called for compulsory national or military service duties under Kuwait law notifies their instructors in advance and is granted a waiver for the resulting absences if arrangements are made to complete all assigned coursework; where such arrangements cannot be made, the student withdraws from the semester consistent with REG-007.

Procedures

1. AIU's attendance policy is stated in the course syllabus and communicated to students at the first class meeting.
2. Faculty record absences in the Student Attendance System within two working days of each class.
3. The Registration Office monitors absence thresholds and issues the notifications in Article 2.
4. Where a documented excuse is accepted, the Dean approves a change to a W grade or removal of the FA grade, implemented by the Registration Office.

Exceptions

Exceptions for an individual student are approved by the Dean of the relevant School. An exception of substantial impact, such as a University-wide suspension of attendance requirements due to a disruption to instruction, requires escalation to the VPSA and approval by the President.

Related Policies

- REG-007 Registration, Add, and Drop Policy
- REG-014 Grades and Academic Standing Policy
- STU-003 Disability Services and Accessibility Policy

President Signature	Signature: _____ Date: _____
---------------------	------------------------------