

Guidelines Name: Guidelines for Student attendance at AIMU

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Guidelines Date: November 19, 2017

Responsible Office: Office of the Dean

Attendance Policy

Students are required to attend classes and other required school activities according to the established time-table.

- Students are to be punctual and regular in their attendance. A grace period of 5 minutes is given for moving from a didactic session to a laboratory session if the laboratory session is being conducted at a separate venue and the student shall not be later than five minutes after the official beginning of class.
- Students who are absent from class, should complete an Absence Form, which can be obtained from the Office of the Registrar and the Academic secretary.
- In order to complete a semester satisfactorily, 80% lecture attendance and 100% laboratory attendance is required in each subject. Satisfactory attendance is a requirement for eligibility to sit examinations.
- A shortage of up to 10% in theory and practical attendance above the mandatory requirement can be made up by the student on completing assignment/s at the discretion of the course faculty.
- A shortage of more than 10% attendance above the mandatory requirements may result in the student being declared academically failed in that particular course for the particular semester.
- A provision may be made for an attendance deficit of up to 20% over the mandatory requirements on the submission of the necessary documents.

- Students who have been absent from classes/campus for thirty (30) consecutive days without submitting a Medical Certificate to the Dean, as applicable, shall be considered having withdrawn from the current semester.
- Students having less than 80% of attendance in each course for a semester will be excluded from the privileges of Scholarship and discounted fee.
- Students who are associated with SGA and AMSA, Lab assistants, Library Intern and student ambassadors are also required to have 80% lecture and 100% laboratory attendance. If the criteria are not met the management has an authority to remove them from the respective positions.
- Students should inform the Head of the School, in writing, of any unusual circumstances, which will impede them to carry on with their normal attendance and participation at demonstrations, laboratories, small group sessions, and conferences are required. If a student anticipates an absence or if an emergency arises, the student will initially contact the faculty member of the respective course(s). If the student cannot contact the respective faculty member, the student may be excused upon notification of and approval by the Dean who will in turn contact the faculty member. The excuse must be written on the date of absence or referencing an ongoing illness.
- In matters pertaining to clinical practice and clerkship rotations, attendance is a vital part of the clinical training experience. Therefore, attendance is mandatory for the entire duration of each assigned clinical rotation. Failure to report on time, failure to attend during a rotation, or of a departure prior to the end of a rotation without the agreement of the designated supervising faculty member or the rotation trainer at the affiliated practice site, will result in a grade of "F" being issued for a rotation. The Assistant dean of Clinical will be responsible for monitoring student attendance during the clinical phase of the program. The Assistant Dean of Clinical will report to the Dean.

7.4 Punctuality

Students are required to be punctual for all scheduled classes and clinical experiences whether on or off campus. A grace period of five to ten (5 to 10) minutes will be granted. Thereafter, the student will be marked as late "L."

Students who have a valid reason for being late should inform the Faculty member in advance. If the excuse is accepted a notation of this will be entered into the record to indicate late with an excuse "L/E." The decision to excuse the late arrival of a student lies with the Faculty member.

Any student who accumulates three (3) instances of reporting to class after ten minutes shall be counseled by the respective faculty. If no improvement is seen after intervention with a one-on-one meeting with Office of the Registrar and the Academic secretary, any further instances of lateness shall be documented and forwarded to the Dean and the Academic Secretary for onward forwarding to the Disciplinary Committee.

Repeated lateness that threatens the ability of the student to meet the attendance requirement of 80% shall be referred to the Disciplinary Committee.

7.5 Recording of Attendance

Attendance is recorded using various mechanisms as stipulated by the Head of School. The University maintains regular and timely electronic records of attendance. Notwithstanding, Faculty members shall keep printed records of attendance.

The Faculty member shall inform the student of repeated absences (including accumulated periods of lateness) before the maximum 20% deficit of required hours of attendance so that timely action can be taken.

7.6 Concurrent Attendance / Enrollment in Higher Education Institutions

Students may not, concurrently with their University attendance, take studies for degree credit at AIM-U through any other institution by correspondence, evening or regular session class without the approval of the Office of the Registrar and the Dean.

7.7 Medical Leave

- Students who are unable to be present at school or must miss more than three (3) consecutive days of classes because of sickness must submit a Medical Certificate upon returning to school.
- Students requesting medical leave of more than five (5) days are required to submit the Medical Certificate or Physician's report.
- In the event that the student is excused from the laboratory, demonstration, small group session or conference session, the exercise must be made up in a manner determined by the respective Faculty member. In the circumstances where the approved absence is due to illness, the student must present the excuse to Office of the Registrar and the Academic secretary.
- All documentation shall be forwarded to the Dean (through the Asst Dean of Clinical for the clinical rotations) and Office of the Registrar and the Academic secretary.

This policy consists of three (3) pages