

All registered students must regularly attend all lectures and actively participate in all classroom discussions. Furthermore, the course instructor keeps a record of the students' absence and attendance in the Students Information System.

- The student is not permitted to miss more than 25% of the course hours.
- The course instructor submits the names of those students whose absenteeism exceeded 15% of the total hours of the course; to the Head of the Department in order to take the necessary action in this respect.
- If a student misses more than 25% of the total course hours without presenting a satisfactory or compelling excuse approved by the Dean, he/she will not be allowed to sit for the final exam, and will be given the minimum grade of (WF: 35%). The course must be retaken by the student if it is compulsory. In all cases, the grade will be included in the calculation of the student's accumulative and semester average while giving a warning or dismissal from the semester.
- The Head of Department submits to both the Dean of the respective College and the Deanship of Admission and Registration, the names of those students who are prohibited from taking the final examinations due to their absenteeism, in order for them to assign those students the minimum grade for that course.