

## Acknowledgment of the Attendance and Absence Policy at the Faculty of Dentistry and the University Dental Hospital

I ....., a student at KAUFD

University ID Number: .....,

Academic Year: .....,

**Hereby pledge to abide by the attendance and absence policy of the Faculty of Dentistry and the University Dental Hospital. I also acknowledge the following:**

**First:** I commit to attending all lectures (whether in person or through Blackboard), practical sessions, and clinical sessions on time and participate in all learning activities. Attendance and participation are mandatory, whether in-person or via Blackboard. In-person attendance is required for laboratory and clinical sessions. If the student exceeds the maximum allowed absence limit (25%), they will be denied entry to the final exam without prior notice.

### **Second: Absence Excuses**

In accordance with Article 18 of the Study and Examination Regulations at King Abdulaziz University and the Faculty of Dentistry:

#### **Excused Absence:**

All medical reports (medical attendance slip / report / sick leave) or official excuses **must be submitted** to the Vice Dean for Academic Affairs (male students) or the Vice Dean for Female Students (female students) within **five days** of the date of absence. Submissions can be made by the student, a relative, or an acquaintance. Exceptions apply to hospitalizations and childbirth, where excuses can be accepted within **a maximum of two weeks**.

Medical excuses are only accepted if issued by a **governmental or private medical facility**. If the report is issued by a private clinic, it will only be accepted after being reviewed by the Vice Dean for Academic Affairs (male students) or the Vice Dean for Female Students (female students).

In cases of absence from lectures, lab sessions, or clinical sessions, the reports will be reviewed by the **Academic Affairs Committee (male/female)**. If approved, the absence will not count towards the student's total absence percentage.

### Excused Absence from Exams:

If the student submits a medical report for an absence that coincides with a midterm or continuous assessment exam, the Vice Dean for Academic Affairs (male/female) will review the report and refer it to the Academic Affairs Committee (male/female) for a decision. If the excuse is accepted, the official excuse will be forwarded to the relevant academic department for a final decision.

If the excuse is for an absence during a **final exam**, the same process applies, and upon approval, the Vice Dean will coordinate with the academic department for a final decision and rescheduling of the exam.

In the case of **repeated absences (with excuse)** from midterm or continuous assessments, the Academic Affairs Committee (male/female) has the right to **reject the excuse** or request the student to appear before a medical board. Only **one excused absence per subject per semester** will be accepted.

### Unexcused Absence:

If the student exceeds the allowed absence limit (25%), as issued by the Academic Affairs Unit, they will receive a **denial from sitting the final exam** once this limit is reached.

### Third: I pledge to comply with the following:

- To complete all requirements of the laboratory and clinical sessions within the timelines set by the academic department.
- To attend all lab and clinical sessions at the scheduled times set by the Faculty of Dentistry and the University Dental Hospital. No exceptions or additional clinical sessions will be granted to complete requirements.

### Signature Section:

Student Name: .....

Date: .....

Signature: .....