

Attendance and Absence Policy

Attendance and Absence Policy – Faculty of Dentistry

The attendance and absence policy at the Faculty of Dentistry at King Abdulaziz University (KAUFD), aims to monitor student academic performance and encourage positive student behavior toward the educational process, work ethics, and commitment. This, in turn, positively impacts the educational process and the graduate outcomes, in accordance with defined mechanisms aligned with nationally and internationally recognized educational quality standards.

In accordance with the regulations and rules of King Abdulaziz University (KAU) and the Faculty of Dentistry, specifically Article 4 of the Study and Examination Regulations for KAUFD, which states:

Students are required to attend lectures, practical sessions, and clinical training. A student shall be denied continued enrollment in a course and prohibited from sitting the final examination if their attendance falls below 75% of the total contact hours (lectures, pre-clinical, and clinical sessions) for that course during the semester. Student who is prohibited from taking the final examination due to absenteeism shall be considered failed in the course and must repeat it in full, including both coursework and assessment.

This policy was implemented based on the resolution of **the Second College Council Meeting held on 05/02/1439H**, which approved the daily monitoring and documentation of student attendance using electronic tracking sheets. These sheets calculate absence percentages based on a course-specific formula that reflects the number of lectures, pre-clinical sessions, and clinical sessions allocated to each course.

In line with this policy, the electronic tracking sheets have been updated to apply separate absence calculations for each course component—lectures, pre-clinical, and clinics—to ensure precise and transparent documentation for all courses.

Absences in lectures, pre-clinical sessions, and clinical sessions are calculated **separately**, with an allowable absence limit of **no more than 25%** for each component. If a student exceeds **25% absence in any part** of the course—whether lectures, labs, or clinics—they will be **prohibited from taking the final exam** for that course. Notifications and warnings are issued to students based on the absence percentages outlined in **Table (1)**.

Table (1): Notification and Warning Thresholds for Student Absences

dent's Absence Percentage	Type of Notification	No
10% – 14%	Repeated Absence Notice	1
15% – 19%	First Warning	2
20% – 24%	Second Warning	3
25% and above	Final Warning (Denial)	4

Excused Absences:

In accordance with Article 18 of the Study and Examination Regulations at KAU and KAUF:

- **Submission of Excuses:**

All medical reports (doctor's note / medical report / sick leave) or official excuse letters must be submitted to the **Vice Dean for Academic Affairs (Male students)/Vice Dean for the Female Section (Female students)** within five days from the date of absence. Excuses may be submitted by the student, a family member, a friend, or via the **Electronic Records System (ERS)**.

Exceptions are made for **hospital admissions** or **childbirth**, where excuses are accepted up to a maximum of **two weeks** from the absence date.

- **Acceptance Criteria:**

Medical excuses are accepted **only if issued by a governmental or private healthcare facility**. If the report is issued by a **private clinic**, it must be reviewed and approved by the Vice Dean for Academic Affairs (for male students) or the Vice Dean of the Female Section (for female students).

For absences related to **lectures, pre-clinical sessions, or clinical sessions**, the submitted medical reports are reviewed by the **Academic Affairs Committee**

(male/female sections). If the excuse is approved, the absence will **not** be counted toward the student's total absence percentage.

Submission of Excuses for Absence from Exams

- Only **one excused absence** from an exam is permitted **per course** during the semester.
- If a student submits a **medical report** for an absence that coincides with a **midterm or periodic exam**, the **Vice Dean for Academic Affairs (for male students) / Vice Dean of the Female Section (for female students)** will review the report and refer it to the **Academic Affairs Committee (male/female)** for a decision.
If the excuse is accepted, the Vice Dean will forward the official excuse to the **academic department** for a final decision.
- If a student submits a **medical report** for an absence that coincides with a **final exam**, the same process applies:
The relevant Vice Dean reviews and refers the report to the Academic Affairs Committee. If accepted, the official excuse is sent to the academic department to make a final decision regarding the student's case and to coordinate with the Vice Dean for Academic Affairs to re-schedule a **make-up exam**.
- In cases of **repeated absences** from periodic or midterm exams, even if excused, the Academic Affairs Committee (male/female) reserves the right to **reject the excuse** or request that the student be referred to a **medical committee**.

Unexcused Absence

- If a student exceeds the **permissible absence limit of 25%**, as determined by the **Academic Affairs Unit**, they will be issued a **denial decision**, rendering them ineligible to sit for the final examination once their absence reaches or **exceeds 25%** of the total course hours.

Monthly Attendance Reports

- **Course coordinators** are required to **submit monthly reports** detailing student attendance and absence across lectures, pre-clinical sessions, and clinical sessions to the Office of the Vice Dean for Academic Affairs and Vice Dean for the Female section, ensuring confidentiality and privacy of student information.

- Additionally, course coordinators are also required to submit **monthly clinical attendance** reports to the **Supervisor of Student Performance Monitoring**.

