

Rules and Regulation for Students Absenteeism at KKUCOD

According to The Rules and Regulations published by the Deanship of Admission and Registration at King Khalid University [لائحه الدراسة.pdf \(kku.edu.sa\)](https://www.kku.edu.sa/لائحه_الدراسة.pdf), (Page 15-16) the absenteeism of students is regulated via the following articles.

Article Fourteen:

The student is obligated to attend the course - in person or virtually - according to the patterns of education specified in the academic plan, and he/she is deprived of entering the final exam if his/her absence rate is less than the percentage determined by the University Council, and the student who was deprived of entering the test due to absence is considered a failure in the course.

Implementation Rule:

The student is deprived of entering the final exam in the course in which his absence rate exceeds (25%) of the total hours of communication of the course according to the academic plan

Article Fifteen:

The College Council or the University or its authorized representative may lift the deprivation and allow the student to enter the final exam, provided that the student provides an excuse acceptable to the College Council or the University or its authorized representative, and the University Council determines the minimum percentage of attendance at lectures, practical lessons or training from the total contact hours of the course whether in person, virtually, or according to other types of education specified in the academic plan.

Implementation Rule:

1. The monitoring of absence and absence with an automatic excuse is assigned to the course coordinator, and he/she must monitor this within a maximum of seven days from the date the lecture was presented.
2. The faculty member monitor absences automatically from the first day of the semester, and continue to monitor until the end of the week before examinations according to the academic calendar.
3. The faculty member must not enable students whose names are not included in the lists to attend, and the student bears the consequences of attendance in another division even if it is not specified in his/her schedule if available.
4. In the event that there is an excuse that prevents the student from attending the theoretical or practical lecture, he/she must submit it to the head of the department within seven days from the date of the lecture.
5. The head of the department is responsible for accepting or rejecting excuses, and he has to rely on the committees he deems necessary, and the course coordinator is directed to convert the absence into an excused absence if the student's excuse is accepted.
6. The student must follow up the percentage of his absence in the subjects registered for him weekly.

7. The student is given a first warning when the absence rate reaches 10%, and then a second warning if the percentage reaches 15%, and when he arrives more than 25%, the student will be deprived.

8. The Deanship of Admission and Registration automatically fixes the deprivation on students whose absence rate in lectures exceeded 25% for all university majors.

9. In cases where the student's absence in lectures, practical and clinical sessions specified for the course does not exceed (50%), it is permissible in case of the department is convinced, to lift the deprivation of the student after the beginning of the final exams, present the subject to the College board, and in the event of approval to lift the deprivation. Afterwards, The department conducts an alternative examination for the student, and informs the Deanship of Admission and Registration of the student's result, and the Standing Committee for Educational and Academic Affairs may make an exception of lifting the deprivation for those who exceeded 50% in absence if the student is a graduate in a semester, and submits excuses for lifting the deprivation, provided that he/she attends all evaluations of the course in which he/she obtained a grade of not less than half of the course total marks, or if the student is suspended for any of the proven reasons.

10. The deprived student is not allowed to enter the final exams before the approval of the College board to lift the deprivation.