

Policy: ATTENDANCE

UFV India encourages regular attendance and participation in all course activities to optimize students' learning. Mandatory attendance requirements, and the consequences for failing to meet them, shall be clearly communicated to students.

Attendance

- **It is mandatory for a student to attend all classes.** Students failing to attend a class or return from a break will be recorded absent
- Student may be granted leave in the case of a medical emergency. The student must submit the medical certificate with the doctor's phone number on it. Academic Administration will verify the certificate from the doctor. In this case the student is to be marked "leave" rather than "absent"

RESPONSIBILITY OF THE FACULTY

- Ensure attendance requirements and consequences for failing to meet them are clearly communicated to the students in the first class i.e four absences and student will be removed from the course.
- On receipt of a student absenteeism notice from administration, faculty is to speak with the student to resolve the attendance issue.

RESPONSIBILITY OF ACADEMIC ADMINISTRATION

- To document and report student absenteeism and communicate directly with a student's parents to make them aware of the issue (after a student is absent from two classes)
- To ensure the established penalties are enforced for students missing an excessive number of classes (defined below)

PENALTIES:

- **Stage 1: Counselling and Written Reprimand (Second Absence)**. Academic Administration will email a written warning to the student on behalf of the Professor on the second absence from the class with a copy to the Professor. The student is advised that a repeat offence will result in final warning being issued to the student. Academic Administration will call the parents.
- **Stage 2: Final Written Warning**. Academic Administration will send a final written warning to the student on behalf of the Professor on the third absence from the class with a copy to the Professor. The student is advised that a repeat offence will result in the student being removed from the course. Academic Administration will call the parents and advise to speak to the faculty either in person or over the phone.
- **Stage 3: Student Removed from the Course**. On the fourth absence, after consulting with the professor, Academic Administration will email the student notifying him/her the removal from the course. The faculty will be copied on the email. Student's parents will be called in for a meeting with the Principal (or designate) who will issue the removal letter to the student.

Please note: All questions from students or parents regarding the application of these penalties will be directed to the Professor for resolution.