



Jordan University of Science and Technology  
Faculty of Nursing  
Policy Title: Attendance



<b>Policies and Procedures Manual:</b>	<b>Originating Department/ Committee:</b>
<b>Policy No. : ST 02</b>	<b>Page 1 of 2</b>
<b>Date Originated: 1983</b>	<b>Last Revision: Dec 2, 2018</b>
<b>Approved by: FON Council</b>	<b>Approval Date: Dec 12, 2018</b>

**Purpose:**

This policy sets out the faculty of nursing expectations in relation to the recording and monitoring of student attendance and absence, and the actions to be followed when attendance drops below a set threshold.

**Policy:**

Students are expected to attend all scheduled classes in courses offered within the Faculty of Nursing. Students are expected to attend all planned clinical/practicum experiences and to satisfactorily achieve the student learning outcomes and meet professional behavioral standards.

**Procedure:**

1. Students are expected to attend all sessions for the courses in which they are enrolled.
2. Attendance is taken by instructors in on-line registers within the University's student records system during each course session. Attendance can be viewed in the Self-services record within 24 hours of each class.
3. A student is not permitted to miss more than (10%) of the hours required for each course without excuse.
4. A student who misses more than (10%) of the hours required for a course due to medical or compelling cause accepted by course instructor, is not allowed to miss more than (20%) of the course's required hours.
5. A student misses more than (20%) of the total number of hours required for each course with or without medical or compelling excuse, shall be precluded from taking all other examinations of that course, and shall be given the minimum grade of (35%) precluded due to absence, which shall be calculated in the student's average, unless he has already withdrawn from the course within the specified period (a maximum period of thirteen weeks from the beginning of the first, or second semester, or within the first six weeks from the summer semester).
6. A Students will receive a warning email from Registry Services when they are close to receiving an attendance failure notice.
7. In case a student misses 2 practicum days, a warning letter will provided to the students.
8. In case a student misses 3 practicum days with or without excuse, he/she shall be precluded from taking all other examinations of that course, and shall be given the minimum grade of (35%) precluded due to absence, which shall be calculated in the student's average, unless he has already withdrawn from the course within the specified period (a maximum period of thirteen weeks from the beginning of the first, or second semester, or within the first six weeks from the summer semester).
9. The medical excuse should be in a form of medical report issued by the University Health Center or the student's Clinic in King Abdullah University Hospital. The report should be presented to the Dean of the Faculty that offers the course within a period not exceeding two weeks from the student's absence, or in unexpected exceptional circumstances, within one week after the cause is over.
10. The course instructor, the Heads of Departments, and the Dean of the Faculty that offers the courses, shall be responsible for carrying out the aforementioned regulations of attendance



Jordan University of Science and Technology  
Faculty of Nursing  
Policy Title: Attendance



<b>Policies and Procedures Manual:</b>	<b>Originating Department/ Committee:</b>
<b>Policy No. : ST 02</b>	<b>Page 2 of 2</b>
<b>Date Originated: 1983</b>	<b>Last Revision: Dec 2, 2018</b>
<b>Approved by: FON Council</b>	<b>Approval Date: Dec 12, 2018</b>

**Definitions:**

Attendance: is the physical presence of the student in the learning environment for the entire scheduled session.

**Documentation Required:**

Medical report  
Warning letter  
Copy from on - line attendance sheet

**Approval:**

FON Council

**References:**

<http://www.just.edu.jo/aboutjust/Student%20Regulations/The%20General%20Regulations%20for%20Awarding%20the%20Bachelor%E2%80%99s%20Degrees.pdf>