

(Regulations for Awarding the Bachelor's Degree)

Attendance

- Article 11 a.** Attendance is compulsory for all university students in all lectures, discussions, practical work, and field training (internship) in accordance with the credit hours specified for each course of the curriculum. The instructor shall keep written records of the presence and absence of students on special sheets, to be submitted to the head of the department offering the course at the end of each semester. These records shall be kept until the end of the following semester.
- b. Students are not allowed to be absent for more than 15% of the credit hours of the course.
 - c. If a student exceeds the 15% absence limit from a course without a medical or compelling excuse accepted by the faculty dean, they shall be denied sitting its final exam and their grade in that course shall be recorded as 'zero' (WF). The faculty dean shall convey that information to the Director of Admission and Registration, and the student shall have to repeat the course if it is compulsory. In all cases, the failing grade shall enter into the calculation of the semester and cumulative average of the student for the purposes of probation and dismissal from the specialization.
 - d. If a student is absent for more than 15% of the specified hours of a course, due to illness or a compelling excuse accepted by the dean of the faculty offering the course, they shall then be considered "withdrawn" from that course, and will be subject to the withdrawal regulations. The dean shall convey that information to the Director of Admission and Registration, and the "withdrawn" remark shall be posted on that course in the student's academic record. However, students who represent Jordan or University in official activities approved by the university are allowed to be absent for no more than 25% of the class hours; otherwise, they are considered "withdrawn", and shall be subject to the withdrawal regulations.
 - e. Taking into consideration what is stated in Article (18g), students who exceed the 15% limit of absence without an excuse shall be considered "administratively withdrawn" upon a recommendation from the instructor and approval of the dean after the end of the withdrawal from one or more courses period. The Director of Admission and Registration shall thereafter be notified of this measure.
 - f. A medical excuse must be issued by the university physician or approved by them. This certificate must be presented to the faculty dean no later than two weeks from the date of the student's absence. The dean refers to the student's record of class attendance to check the student's earnestness before granting approval. In the other compelling cases, students must present their excuse within a week from the date of the end of the excuse period.

- g. Faculty deans, faculty members and instructors, and the Director of Admission and Registration shall be responsible for the execution of these regulations of attendance.
- h. The student shall not be registered for the course and may not take his/her exams until the course fees are paid