

Policy on Attendance and DN (On-Campus & Online)	
Policy Owner	University Council
Policy Author	University Council
Version	V 7.0
Issuing Authority	University President
Last Modified	12 January 2025
Circulation	All Deans, All Faculty, All Interlink, All Students
Effective Date	11 August 2025
History	<p>The Policy was reviewed and updated by the UC on 18th December 2024 with version (6.0) – (The council agreed to revoke the DN removal appeal clause).</p> <p>The policy was reviewed and updated by the UC on 30 July 2025.</p>

Policy on Attendance and DN (On-Campus & Online)

Policy

This policy clarifies the rules and regulations associated with attendance and dismissal from a course—whether delivered on-campus or online—for failure to meet YU attendance requirements.

Introduction

This policy clarifies who is responsible for the enforcement of attendance at YU and sets expectations for both face-to-face and online learning environments.

Policy Content

Attendance and punctuality are required for all YU classes (on-campus and online). Faculty will record all absences faithfully and daily in the Edugate/LMS system.

Attendance Procedures

1. On-Campus Classes

- Attendance must be taken as soon as class begins.
- Students are allowed a 10-minutes grace period after which they will NOT be permitted to enter the classroom and will be counted absent.
- Students who leave early will also be marked absent.

2. Online Synchronous Classes

- Students must log in and be fully present (audio/video as required) within the first 10 minutes of the scheduled start time.
- Late logins beyond the grace period, early log-outs, or failure to engage as directed by the instructor will result in an absence.

- The learning management system (LMS) log and the virtual-meeting attendance report constitute the official record.

3. Responsibility for Connectivity & Equipment

- Students are solely responsible for ensuring they have a reliable internet connection, functioning computer or mobile device, camera, microphone, and any required software.
- Personal technical difficulties—including loss of internet connectivity, device failure, or software issues—do **not** constitute a valid excuse for absence.
- Only large-scale, verifiable outages acknowledged by YU IT Services may be considered for exception.

Dismissal for Excessive Absence

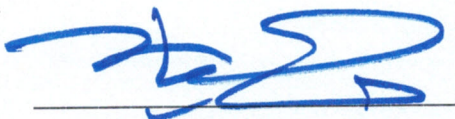
Once a student accumulates absences equal to 20 % of the scheduled contact hours in any course, the student will be dismissed from the course and will receive a DN grade. The student will be notified via text message and email. A DN grade is not subject to appeal.

Exception

The University-Council reserves the right to decide any situation/ circumstances outside the conditions stated in this policy

Authorization

The policy was authorized by:



University President

12-8-2025

Date