

Attendance

Classes and Laboratories:

- Students are expected to attend all classes, laboratories or required fieldwork. All missed laboratory or fieldwork must be made up. A student is responsible for the work that is done and for any announcements made during her/his absence.
 - Students who, during a term, miss more than one-fifth of the sessions of any course in the first twelve weeks of the term (six weeks in the case of the summer term) can be dropped from the course. A faculty member who drops a student from the course for this reason must have stated in the syllabus that attendance will be taken.
 - Students who withdraw or are dropped for excessive absence from a course receive a grade of “W”.
 - Students who do not withdraw or cannot be dropped for excessive absence from a course will receive a grade of 40 (F).
 - Students can withdraw from registered courses, no later than 12 weeks (six weeks in the summer term) from the start of the term, provided that their credit load during the term does not drop below 12 credits.
 - Unless approved by the appropriate faculty committee, a student cannot withdraw or be withdrawn from a course after the announced deadline or if the withdrawal results in the student being registered for less than 12 credits.
-

Examinations and Quizzes:

- Students who miss an announced examination or quiz must present an excuse considered valid by the instructor of the course. Unless stated otherwise in the course syllabus, the course instructor should then require the student to take a make-up examination. Make-up quizzes, midterms and class assignments must be completed before the final grade of the course is issued at the end of the term.

- Only medical reports and/or qualified professional opinions issued by an AUB employee, an AUB Medical Center (AUBMC) doctor, or by the University Health Services will be accepted. Should there be a question about the validity of any excuse presented by the student, the matter should be referred to the appropriate MSFEA Academic and Curriculum committee. Instructors should make sure there is no time conflict between an exam and a regularly scheduled course.
- Communication devices (phones, smartphones, tablets, laptops, etc.) are completely banned from exam rooms during examinations.
- Any student found with such a device during exam time, even if the device is turned off, will automatically receive a dean's warning.
- It is the responsibility of the students to leave their devices in proper storage before entering the exam room.
- Other devices such as programmable calculators may be used during exams only if specifically permitted by the course instructor. Otherwise, a regular non-programmable calculator can be used, when a calculator is needed.