



MAZOOON COLLEGE

Information regarding Attendance and attendance warnings

Students Attendance Warnings

- All excuses provided by the student related to all types of assessments must be submitted one week from the date of exam / assessment
- Students should submit the proof of excuses related to missing classes
- All excuses provided by the student related to all types of assessments must be submitted one week from the date of exam / assessment.

Attending all classes related to the enrolled course is mandatory for the student, and in the case of absenteeism:

1. Students will be given the first warning at 10 % absenteeism, the second at 20%, and the third with debarring the student from final exam at 30%.
2. Since the student will be debarred from the final exam, zero marks will be given in the final exam.
3. Internal marks (including zero in the final exam) earned by the student will be counted in the total.

No-Show Student

A no-Show student is a student who stopped attending classes in the enrolled course in the semester for four consecutive weeks in the regular semester or two weeks in the summer semester without having valid excuses.

The No-Show student will be withdrawn from the enrolled course, and he will be assigned a grade of "UW" (Unofficial Withdrawn). It is equivalent to failure and carries a grade of zero 'F' in the course, in addition to losing the entire amount paid for this registered course.

Late Coming

Students have to be in their respective classrooms on time as scheduled. A grace period of 10 minutes late is given to students, otherwise, the student arriving in the class late for more than 10 minutes may attend the class but his attendance status is deemed (Late) in this class. Being late three times will be equivalent to one absence.

List of Excuses for Absence of Students

SN	Acceptable	Unacceptable (Rejected)
1	Health issues (on submission of a genuine MC, duly stamped). If the hospital is private document should be stamped by the government hospital/center.	Transport problems
2	Death of an immediate family member	Unavailability of a babysitter and similar personal issues
3	Traveling for official or medical reasons	Traveling for personal reasons
4	Involvement in bona fide college activities	Going hometown early (Thursdays or other day)
5	Maternity leave	Attending ailing relatives
6	Religious holidays	Accompanying relatives to clinics
7	Court cases	Accompanying classmates at clinics
8	College visits or other activities related to a future career	Repairing car or household items
9	Government/Ministry Assignment	Shopping
10	Accompanying immediate family members to the hospital.	Attending a sporting event (personal)
11	Attending a sporting Event (as a college team member)	Other reasons that are not mentioned in the category “Acceptable”
12	Physical Environment Risk (such as heavy rain and cyclones etc)	
13	Representing the Sultanate of Oman in national and international events	