

Attendance and Participation Policy

POLICY #EAI/2024/241043

Adopted by the Senate on December 2, 2024



Euro American Institute

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1. Purpose & Scope

This policy ensures active engagement and consistent participation in all online EAI activities—live classes, discussion groups, tutorials, assessments, and collaborative workshops. It reflects the principle that regular attendance and participative interaction are essential to achieving module outcomes and fostering a rich, professional learning environment.

2. Attendance Requirements

- Students must **attend at least 75 %** of scheduled synchronous sessions per module (live online classes, webinars, and real-time group activities).
 - Certain modules (e.g., capstones, labs, tutorials) may require **80 % or more mandatory attendance**, clearly stated in module guides.
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3. Participation & Engagement Expectations

- Attendance alone isn't enough—students must come **prepared**, **contribute meaningfully**, and **collaborate** with peers and instructors.
 - Engagement can also include submitting thoughtful discussion posts, responding to polls/quizzes, or interacting during live sessions.
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4. Classification of Absences

1. Excused Absences

- Valid reasons (medical, personal emergencies, public holidays, official events) require **advance notification** and **supporting documentation**.
- Excused absences may allow makeup tasks or recorded session review without penalty.

2. Unexcused Absences

- Absences without justification or notification.

- Exceeding 25 % unexcused absences may lead to **participation grade deductions, ineligibility for final exams, or module failure**—general best-practice standards.
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5. Tracking Attendance & Engagement

- Instructors will **record attendance** for each live session and monitor participation in discussion boards, quizzes, assignments, etc.
 - An **automated alert system** will notify students and student services after 10 % and 20 % missed attendance/participation.
 - **Tiered intervention**: first alert, then one-on-one academic support, escalated disciplinary steps for continued non-engagement.
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6. Grading & Consequences

- **Participation contributes 10–20 %** of the module grade. Quality of engagement—consistency, relevance, collaboration—is key.
 - Penalties for unexcused absence: e.g., missing 3–4 sessions may reduce participation score by up to 30 – 40 %, and missing 5+ may reduce it to zero.
 - Students with > 25 % unexcused absence may be **barred from final assessment** or awarded **module failure**.
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7. Accommodations & Support

Students with documented disabilities, chronic illnesses, or exceptional circumstances can request reasonable adjustments (e.g., flexible deadlines, recorded-live options), reviewed individually.

- Students still struggling after intervention will receive support via **Student Services**—with escalation for continued non-engagement.
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8. Student Responsibilities

- Students must:

- **Notify** instructors in advance of known absences; in emergencies, as soon as possible.
 - **Stay current** with missed content using recordings and catch up on materials.
 - **Engage actively** in every session—contribute, ask questions, collaborate, and complete activities.
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9. Appeals & Review

- Students can **appeal participation/attendance penalties**, with evidence, typically within 10 working days.
 - This policy will be **reviewed annually** to ensure it meets learning outcomes and supports student success.
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10. Review & Continuous Improvement

- This policy will be **reviewed biannually** by the Academic Committee in collaboration with the Quality Assurance Cell (QAC).
- Feedback will be sought through surveys, support logs, and stakeholder consultations.
- EAI is committed to **transparent enhancements**, especially in response to emerging global trends and concerns.