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ကျောင်းလိပ်စာ၊ အိမ်အမှတ် (၇၃၉-၇၄၁)၊ ပုဂံလမ်း (၃)၊ ရပ်ကွက် (၁၂၃)၊ အရှေ့ဒဂုံမြို့နယ် ၁၁၄၅၁၊ ရန်ကုန်။

The University's Attendance Policy

1. Introduction

We are privileged to assist you in reaching your educational goals and we will do our best to help you achieve success. The following attendance policies are in place for your benefit.

2. The Goal of This policy

The purpose of the university's attendance policy is to help students develop a self-directed, professional attitude toward their studies and maximize their educational opportunities.

3. Attendance

Regular class attendance provides fundamental educational value and offers the most effective means to gain command of the course concepts and materials.

Students are expected to attend all classes, arrive on time and remain for the entire class period, and report to class fully prepared with all required materials. To meet these expectations, students must arrange course schedules that minimize conflict with other commitments, including personal commitments, work, or participation in athletics or other university-sanctioned events. When students encounter difficulty meeting these requirements, they must actively engage their faculty member to discuss the concern.

Individual faculty define the specific role that class attendance plays in the calculation of final grades for each course. Additionally, excessive absences in certain courses may result in withdrawal from the course at the instructor's discretion. Students should consult the course syllabus and course instructor for specific faculty policies on attendance and make-up work within a course. Student Academic Services does not issue excused absences from class. Students must contact their course instructor directly to discuss past or future absences. Please refer to [Class Absences](#) for more information about absences from class due to illness or fatigue.

For the purposes of financial aid and verification of enrollment, a student is considered enrolled in the semester by the census date if they are in attendance by the third class meeting for 16 week courses that meet twice per week, or by the second meeting for classes or labs that meet only once per week or run for less than 16 weeks. For online courses, a student is considered enrolled by the census date if they complete the first stated assignment or activity by the due date. If students do not meet these criteria, they will be withdrawn without academic penalty from the course (i.e., as never attended) and, when appropriate, issued a tuition adjustment in accordance with the [Tuition and Fees Policy](#).

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It is the student's responsibility to notify Student Academic & Financial Services of any courses that they wish to drop from their schedule, as well as any intent to leave the university. Discontinuing attendance or notifying an instructor does not constitute an official course or university withdrawal.

4. College of Food Innovation & Technology (Laboratory Courses)

All laboratory courses (culinary, baking and pastry, nutrition, culinary science, beverage and dining) are professionally focused, skill-oriented learning experiences. The daily exercises in each laboratory are unique and not repeated. Students **must attend every class** to maximize their educational opportunities. Excessive absences in a 15-day lab will result in a production grade reduction and may lead to a student being withdrawn from the course.

For the purposes of financial aid and verification of enrollment, a day program student must be in attendance by the second meeting of each lab course. Students who are enrolled solely in laboratory courses and not in attendance by the second meeting of each lab course, or fail to meet attendance requirements, will be officially withdrawn from the university. Students who are not in attendance by the second meeting of each lab course will **not** be withdrawn from the university if they are also enrolled in at least one academic course that meets for the full semester. When appropriate, students may be issued a tuition and/or financial aid adjustment in accordance with the Tuition and Fees Credit Policy. Additionally, students receive full charges for the culinary/baking and pastry courses not attended.

5. Internships

Attendance policies for internships are quite strict and intended to help students transition into the working world. Students are expected to adhere to the attendance policy and semester dates as outlined in each campus's Student Guide to Internship [online](#) and the student data sheet.

6. Online, Hybrid and Self-paced Courses

Students are expected to meet stated due dates and/or meeting requirements as provided by the faculty member at the beginning of each course. Students confirm enrollment by submitting the first graded assignment in the initial two weeks of the course.

7. Participation in Athletics or Other University-sanctioned Events

Students participating in university-sanctioned events, including, but not limited to, athletics (games and related travel), student government, student organizations, etc., on occasion may have to miss class. Students must notify the faculty member in advance of the missed class. Any student who misses class for this reason should not be penalized and any work should be allowed to be made up in a timely fashion as discussed between the faculty and the student. Students in this situation are responsible for all material missed in class. Student-athletes are not allowed to miss class for practice.

Occasionally the dates and/or times of events may change and these changes are beyond the student's control. The student must notify faculty immediately should such a change occur.

8. Illness- and Injury-related Class Absences Due to Participation in University-sanctioned Events

Students adversely affected by illness and injury due to participation in a university-sanctioned event will be allowed to make up all necessary work without prejudice. However, students must notify their faculty of any such issue.

9. Class Absences

Students should consult with their instructors about all class absences.

It is the responsibility of the **student** to:

- a. Notify the instructor immediately about class absences
- b. Discuss any missed class time, tests, or assignments

It is the responsibility of the **instructor** to:

- a. Communicate clearly to the student the likely consequences of any class absence
- b. What would need to be done to make up any work missed
- c. Inform the student if they are in danger of failing the course because of the amount of work or class time to be missed. A course deferral or a withdrawal from the course may be pursued, if needed, and if permitted under the appropriate policies

With the approval of the instructor, the Office of Accessible Education will work with students to proctor missed exams for the types of absences described below. These types of absences include those related to athletic competitions, illness, severe medical or psychological issues, personal emergencies, and debate competitions. It is the responsibility of the **student** to schedule the exam with the Office of Accessible Education, following the guidelines found on their [website](#).

For absences that fall outside of these categories, arrangements must be made directly between the student and instructor to make up the exam. Please note that this includes students who are eligible for exam accommodations. If an instructor allows a student to miss an exam for a reason not identified below, they will not be able to sit for the exam in the Office of Accessible Education. In this instance it is the instructor's responsibility to ensure that the student receives their approved accommodation(s) when making arrangements for them to take the exam.

Understanding that responsibilities ultimately lie with the student and instructor, the college seeks to support students and faculty in their academic pursuits by providing confirmation in the following circumstances:

a. Scheduled & Planned Absences:

- It is the **student's** responsibility to discuss planned absences with their course instructors at the start of the semester and before each absence.

b. Unplanned Absences & Emergencies:

- It is the **student's** responsibility to discuss any unplanned absence with their course instructors as soon as possible once they are aware they will be missing class.

c. Illness:

- Students who are temporarily unable to attend class due to illness, including those who are required to be in isolation due to COVID-19, are expected to work with their professors to determine how best to meet their academic commitments. In some courses, professors may require that they be officially notified for unplanned illness-related absences, when these absences occur during class sessions that involve specific course requirements, e.g., laboratories, presentations, performances, or exams. Such a requirement should be stated on the course syllabus. If a student is absent from these classes because of illness and the professor requires notification, then students may seek that notice from

Health Services or Counseling and Psychological Services. The student, in consultation with the professor, is responsible for addressing missed work.

Please note that moving the entire class to a Zoom or online format is not a viable solution when multiple students are absent as it forces other students to sacrifice their in-person experience.

d. Severe medical or psychological issues typically requiring hospitalization:

The Director of Counseling & Psychological Services or the Student Health Support and Outreach Specialist will notify a student's instructors in order to confirm the situation. For concussions, Sports Medicine or the Student Health Support and Outreach Specialist will notify a student's instructors in order to confirm the situation.

e. Personal Emergencies (such as a death in the family):

The Dean of Students Office will notify a student's instructors in order to confirm the situation.

f. Debate:

Because participation in a debate tournament is not determined until close to the time of the tournament, it is not possible to provide faculty with a schedule of which debaters will be participating in which tournaments at the start of the semester. At least 24 hours prior to scheduled debate tournaments that require student debaters to leave campus while classes are scheduled, the faculty will be informed of any of their students participating in the tournament, where and when the tournament is being held, and when the students must depart and return to campus.

Students who are uncertain about whether they will earn a place on a varsity or debate team should also be proactive about discussing possible absences related to athletic or debate competition.

g. Varsity Athletics:

Varsity athletes may notify faculty of additional absences mid-semester that cannot be planned at the start of the season, for example in cases where a team or individual makes a playoff or when contests need to be re-scheduled due to weather. In these cases the Department of Physical Education and Athletics will notify the faculty and the student will speak to the individual instructor as soon as the additional time is scheduled.

With the permission from the instructor, students may arrange to take makeup exams with the Office of Accessible Education if the exam was missed due to athletic competitions, illness, severe medical or psychological issues, personal emergencies, and/or debate competitions. Please take note that Accessible Education is not able to administer exams for instances outside of these. For absences that fall outside of these categories, arrangements must be made directly between the student and instructor to make up the exam.

In order to take an exam with Accessible Education, please review the following policies:

- For scheduled and planned absences (Varsity Athletics or Debate) you must schedule your exam with Accessible Education a minimum of 48 hours/two business days in advance.
- For unplanned absences and emergencies, we will do our best to accommodate you on short notice, but please let us know as soon as possible so we can guarantee that there is space available for you in our testing locations.
- Under no circumstance are we able to administer an exam on the same day in which it is scheduled. Exams will always be scheduled, at minimum, for the next business day. For example, if a student contacts us on Tuesday at 2 pm, the next earliest time the student will be able to sit for the exam is Wednesday at 8am.
- The Office of Accessible Education is open Monday through Friday from 8 am-4:30 pm. We are not able to administer exams outside of this time frame. We will do our best to accommodate students during the day and time they have requested (and which have been approved by the professor) however, it is dependent on space availability. This is another reason to schedule as early as possible.

To Schedule an Exam:

1. Complete a [Makeup Exam Request Form](#)
2. You may contact Accessible Education with any questions.
 - Email: josepheducationuniversity@gmail.com
 - Phone: 09700060001, 095040477
 - Coming to Academic Dean Office
3. Communicate with your instructor to ensure they send the exam to our office before your scheduled start time.
4. Review the [guidelines](#) for taking an exam with Accessible Education

5. Please note that exam times are not extended if students arrive late (meaning you will only be given the remainder of your allotted time to complete the exam).
6. Please do not hesitate to contact the Office of Accessible Education at any point if you are unsure about the process or have questions.

10. Policy Adoption

This policy is adopted on 1st March 2022.

11. Amendment

This policy should be reviewed and amended in every 3 years with the majority vote of the members of The University Administration Council.