

Attendance Policy

2023- 2024

This academic year's student attendance policy aims to offer IE University students a world-class education.

CLASS ATTENDANCE

For in-person programs, students should attend their live, in-person sessions on campus.

According to IE University policy, **attendance is mandatory**; bachelor's and master's degree students are expected to attend 100% of the sessions as attendance is an essential component of IE's learning methodology. For this reason, we monitor attendance closely and have established a policy for exceptional reasons for absence.

This policy applies to any type of session as planned in the syllabus: live in-person, asynchronous, and live online. Students attending less than **80% of sessions will receive a FAIL** for the course. For bachelor-degree programs, this fail will apply to the ordinary and extraordinary calls of the current academic year. For master-degree programs, students must obtain a Low Pass in the subject's retake, or they will face program expulsion.

The professor will monitor attendance to asynchronous sessions and such attendance will count the same way as synchronous sessions. As asynchronous sessions involve activities or assignments, the professor will monitor the completion of such work to record attendance.

Health problems, visa delays, travel restrictions, personal trips, appointments, family celebrations, or other personal matters are to be treated as exceptions to the 100% attendance policy. Such exceptions cannot total more than 20% of the student's overall attendance in the course. If any student exceeds 20% of exceptional absences due to ongoing extraordinary circumstances, Program Management will study the case individually with the student. Program Management will inform professors of any extraordinary cases.

If students have questions about attendance, they should contact Program Management. Under no circumstances should students approach faculty to discuss attendance since faculty members have no responsibility/power to justify a student's absence.

Students who are absent from live-in person sessions are permitted to attend the session online; however, they will **be marked absent and will not be allowed to participate if any exam happens during that session**.

INSTRUCTIONS FOR IN-PERSON SESSIONS

Student behavior in the classroom is a key factor to guarantee that every student has access to a conducive learning environment.

For this reason, IE University expects students to comply with the following rules:

- **Punctuality:** Students will not be allowed to enter the classroom once the class has begun, nor will they be allowed to leave the classroom until the end of the class. If a student arrives late or leaves early, the professor will mark them absent.
- **Disruptive Behavior:** The professor may ask students to leave the classroom if they engage in disruptive behavior such as side talking, misuse of digital devices (non-class-related use), eating/drinking, and if they are disrespectful when their peers or the professor are presenting. If this occurs, the professor will mark them absent.
- **Smoking:** We remind you that smoking or vaping inside the building is not permitted.
- **Classroom Hygiene:** As a sign of respect to the next students who will use the classroom after the session, students are expected to keep the classroom space clean and tidy and use the trash bins located outside the classroom.

Please refer to the [Code of Conduct](#) for further details.

INSTRUCTIONS FOR LIVE ONLINE SESSIONS

Student behavior during online sessions must comply with IE University standards on education, respect for peers and professors, and a commitment to learning. Any infraction to these standards could be considered an ethics violation as per the [IE Code of Ethics](#).

Students must:

- **Keep their cameras on for the entire session.**
- **Be at a desk** seated in an appropriate position, in a **distraction-free, professional environment**, and follow an **adequate dress-code** for attending classes.
- **Be courteous** and conduct themselves maturely with their peers and professor in the digital or hybrid environment.
- **Use the correct equipment.**
- **Download and log into (with IE University email) the latest version of Zoom** if their course is taught through this platform.

Punctuality is expected from all students. For that reason, students will not be allowed to access the session once the class has begun. If a student is late, leaves the online session before the class ends, or unjustifiably switches off the camera during the session for an extended period of time, they will be marked absent.

RECORDINGS

Recordings of in-person sessions will not be made available. Only in very extraordinary circumstances Program Management can grant an exception to this policy based on justified and documented reasons. In any case, recordings will only be available for a limited period of 80 days.

ATTENDANCE POLICY IN PRACTICE 2023-24

1. IE's attendance policy seeks 100% attendance. If students do not attend at least 80% of the course's sessions, they will automatically fail the course. For in-person programs, students are required to attend sessions on campus.
2. In each session, the professor must mark any student as *Absent* who is not present in the classroom. For those exceptional situations where a student is connected online without any justification, that session should be marked as absent. It is recommended to take attendance first and then open Zoom.
3. If a student approaches the professor to ask for an absence to be excused, the professor must refer the student to Program Management (PM). The professor CANNOT justify any type of absence from the classroom or allow online attendance that counts as positive attendance. This policy is to uphold the professor's academic relationship with the student, and to avoid any extra burden on professors.
4. The PM will only authorize online attendance (which would count as positive attendance) due to force majeure reasons with a prolonged nature and will inform the professors of the student and the sessions involved.
5. Retake students in undergraduate programs are not required to attend classes. PM will notify the professors, and they will mark them as *Excused*. Professors will inform students of any deliverables/tests they must do (if any) prior to the final exam. Group work is NOT to be assigned to retakers.
6. If two or more sessions are scheduled "back-to-back", attendance must be completed for each session so that the attendance percentage is calculated correctly.
7. *The late option* is not to be used. Once the class has begun, students must be marked absent.
8. If a student leaves the session early, professors should change their attendance to absent.
9. When in doubt, professors should mark a student absent and send an email to PM. If the attendance should be changed, PM will inform the professor.
10. The full version Attendance Policy and instructions on how to use the attendance tools (ie Qwickly) can be accessed from: **BB Ultra/ Institution page/ Faculty resources/ Attendance Policy**