



**KFU**  
جامعة الملك فيصل  
KING FAISAL UNIVERSITY  
College of Medicine كلية الطب

Kingdom of Saudi Arabia

Ministry of Education

King Faisal University

# **Guide to Absence Excuses in the College of Medicine**

## **- Rules and procedures -**

Issued by the decision No. (4) of the 1<sup>st</sup> College Board  
Meeting of the academic year 1446 AH  
Held on 06/03/1446 AH, 09/09/2024 AD

And endorsed by the approval of the Acting President of  
the University  
No. 16223 dated 26/03/1446 AH

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## Introduction:

In an effort by the College of Medicine to standardize procedures for handling student absence excuses, the Absence Excuse Committee has reviewed the nature of submitted excuses and established a mechanism to address them, whether for lecture or exam absences, in alignment with the university's announced rules and procedures.

## Conditions for Accepting Excuses:

- Fill out the form provided on the Academic Affairs Committee link within the appropriate timeframe.
- Submit all supporting documents and official verified reports that are original, complete, clear, and contain necessary information, signatures, and seals.
- Students may follow up with the committee to verify acceptance/rejection of the excuse if no response is received within a week of submission via the online link.
- The committee reserves the right to reject any excuses or recommendations deemed untrustworthy, and refer the student to the disciplinary committee as necessary.
- Excuses not mentioned in this guide are reviewed by the Absence Excuse Committee based on university and college regulations.

## Deadline for Submitting Excuses:

- A maximum of **two weeks** from the date of the event for academic activities (lectures/practical sessions).
- A maximum of **one week** from the date of the event for exams (written/oral/practical).

## Procedural Steps for Reviewing Absence Excuses:

- The Absence Excuse Committee meets periodically and as needed to review submitted requests.
- Requests are reviewed within a week of submission, following the stated rules, and a decision is made to accept or reject.
- Students receive an email notification about their request's status, including any deficiencies.
- For accepted excuses, a copy is sent to the course coordinator, and students should coordinate with the coordinator for make-up arrangements.
- Rejected excuses may be appealed within one week of the notification, with supporting documentation.
- Approved requests are archived by the committee.

## Types of Excuses:

### First: Medical Excuses

Medical excuses are accepted from:

1. **Government Facilities (Health Center - Hospital):** Sick leave is accepted from these facilities, while visit notifications are only accepted from hospitals. The notification must include the date, start and end time of the visit, and be stamped or verified by the “Sehhaty” platform.
2. **Private Facilities (Hospital - Clinic Complex - Dispensary):** Sick leave from private facilities is accepted only in cases of hospitalization for childbirth, accidents, or emergency surgeries.
3. **King Faisal University Medical Clinics Complex:** Sick leave or visit notifications from this facility are accepted if they meet the details mentioned in item 1.

### Important Notes:

- Visit notifications from health centers, emergency centers, or private facilities will not be accepted.
- For non-emergency or elective (scheduled) surgeries, prior approval must be obtained from the College's Academic Affairs through the Absence Excuse Committee for the leave to be accepted.
- If sick leave exceeds three days, a detailed medical report must be attached, explaining the health condition and reason for the sick leave.
- If a student submits more than two medical excuses within a single quarter, a detailed medical report on the health condition and reason for the sick leave must be attached for acceptance.

- In cases of accompanying a first-degree relative for medical care, a medical report from the facility must be provided, specifying the patient's name, companion's name, duration of accompaniment, relationship, and proof of relationship (such as a family ID card).
- If a student misses more than one exam within the academic year, the committee will not consider any additional absence excuses until the student consults with the Academic Success Committee, which will provide recommendations regarding the student.

Notifications of visits or patient accompaniment are not accepted for exam absences.

## Second: Emergency excuses (non-medical):

- **Traffic Accidents:** The excuse is accepted with the submission of an official report, which must include the name, date, and time of the accident, issued by the authority that documented the incident.
- **Delayed Transportation:** The excuse is accepted with the submission of a delay document, which must include the name, date, and time of the delay, issued by the relevant authority.
- **Government Office Visits (Civil Affairs/Court):** The excuse is accepted with the submission of a document from the government office, detailing the name, date, and time of the visit.

## Notes:

- The excuse is only valid for the period specified in the document and does not grant a full day of leave.
- This type of excuse is allowed only once per academic quarter.
- An appropriate time allowance for travel to and from the facility will be added.

**This excuse is not accepted for exam absences, except in cases of traffic accidents.**

### Third: Death Cases

Excuses are accepted for the death of first-degree relatives (grandparents, parents, siblings, children, and spouse). The leave period is three days from the date of death.

Required documentation includes a burial permit, death notification, or death certificate from the place of death, along with proof of the relationship, such as a family ID card or equivalent.

### Fourth: Marriage Leave

Marriage leave is accepted for a period of three days from the wedding date. Documentation required includes a copy of the wedding invitation and a copy of the marriage certificate.

**This leave is not accepted for absences during exams.**

## Fifth: Non-Academic Activities

This includes university, sports, scientific (conferences, courses, camps), cultural activities, or similar events, with the following requirements:

- If the student is nominated or officially delegated by the college or university to attend the activity, they must provide proof of nomination.
- If the student is attending a scientific conference or presenting a research paper voluntarily (without delegation from the college or university), they must obtain written approval from the Dean or the Vice Dean for Academic Affairs via the Academic Affairs online link.
- The excuse request must be submitted to the Absence Excuse Committee well in advance of the activity, along with proof of nomination, delegation, or written approval. Excuses submitted after attending the activity will not be accepted.
- The excuse is valid only for the period specified in the documentation and does not entitle the student to a full day of leave unless explicitly stated.
- An adequate time allowance for travel to and from the event is provided.
- Students are allowed to participate in a non-academic activity only once per year, regardless of whether it is by nomination, delegation, or personal choice.

**This excuse is not accepted for absences during exams or for courses where attendance is mandatory (such as professional development courses).**

## Sixth: Technical Excuses

- **University-Wide Blackboard Platform Outage:** When the Blackboard platform is down at the university level, no excuse submission is required, and the student will not be marked as absent. Academic activities are rescheduled due to the general issue.
- **Individual Connectivity Issues (Internet or Power Outages, Device Malfunctions):** The student must provide a screenshot or video showing the technical issue that occurred during the academic activity, including the date and time. Additionally, a copy of the message sent to the Information Technology Deanship reporting the issue should be attached. If the issue happened during a lecture or activity (not before it), the student's name must appear on the attendance list for any amount of time before the issue occurred.

## Seventh: Maternity Leave:

A one-week maternity leave is granted from the date of childbirth. The student must provide proof of birth, such as a hospital discharge report, birth notification, or birth certificate.

If additional leave is needed, a medical report from a government hospital or the King Faisal University Medical Clinics Complex must be submitted, detailing the student's condition and the required extension period.

## Eighth: Schedule Conflicts

If a student has a conflict between scheduled class times, they must submit a request to address the absence at least one week prior to the conflicting date, along with proof of their class schedules.

The committee will review each conflict individually and prioritize attendance for exams and mandatory courses or courses where absences may result in warnings or penalties. The absence from the conflicting class will be counted as an excused absence.

**This type of excuse is not accepted for exam absences.**