



# Announcement

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**Section** Language Center International College (LCIC)

**Date** 2nd June 2026

**To:** All relevant people

**From:** Dr. Khwanchol Kampan, Director of LCIC

**Subject:** LCIC Policy on Class Attendance\_Updated June 2026

Language Center and International College (LCIC) has established the following attendance policy in accordance with the rules and regulations of Siam University:

**1. Attendance Requirement**

- Students are required to attend at least **80% of all scheduled classes** during the semester.

**2. Absence of More Than 3 Class Sessions**

- Students who miss more than **three (3) class sessions** will be required to complete additional assignments or academic activities as determined by the instructor to compensate for missed learning outcomes.

**3. Absence of More Than 5 Class Sessions**

- Students who miss more than **five (5) class sessions** will be reported to the Registration Office and will not be permitted to sit for the final examination.
- In such cases, the student will receive an **automatic grade of F** for the course.

**4. Failure to Meet Course Requirements**

- Students who fail to complete the required make-up assignments, assessments, or other course requirements may be assigned a final grade of **F** at the discretion of LCIC and the course instructor.

**5. Exceptional Circumstances**

- Requests for consideration due to medical emergencies or other exceptional circumstances must be supported by official documentation and submitted to LCIC for review.

By adhering to this policy, LCIC aims to foster a productive learning environment that encourages regular attendance, active participation, academic responsibility, and student success.

Signature \_\_\_\_\_

Dr. Khwanchol Kampan  
Director of LCIC

Date \_\_\_\_\_

