



POLICY AND PROCEDURE MANUAL

Policy Title:	STUDENT ATTENDANCE	Area of Responsibility: VICE PRESIDENT, ACADEMIC AND REGISTRAR
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1.6.12 STUDENT ATTENDANCE

Preamble

The acquisition of knowledge and the development of skills is facilitated in a variety of student-faculty settings, i.e. lecture courses, laboratories, field placements, clinicals, seminars, and project activity courses. Student engagement and participation is a significant element of the education process.

Policy

Participation

Students are expected to attend and participate in all scheduled learning activities.

Students are advised that unless they participate in course activities, it is unlikely that they will be able to progress satisfactorily.

Attendance is compulsory where required by external accrediting or sponsoring bodies.

Attendance, in itself, is not used in determining grades. Grades are determined solely by academic performance. Students must recognize, however, that academic performance sometimes entails presence and participation, especially in cases where absence may adversely affect the achievement of other students, e.g., oral presentations, group activities, etc. In all such cases, course outlines will specify the required involvement.

Religious Grounds

Every effort must be made to accommodate students who, through religious obligations, are unable to write examinations, tests, labs, and assignments at the time scheduled. Please refer to Policy 1.3.13 Examination Regulations for further clarification and process.

Medical Grounds

Faculty may grant deferred examinations, tests, labs, and assignments on medical grounds where sufficient documentation exists. Please note that original notes are required from physicians or nurse practitioners licensed to practice in Canada, and must be dated within 72 hours of the examination, test, lab, and assignment for which the student is requesting consideration. Notes dated days/weeks after the examination, test, lab, and assignment will not be accepted. All documentation submitted is considered confidential. Students who seek a deferral on medical grounds must make their request to the faculty in writing within 24 hours. Please refer to Policy 1.3.13 Examination Regulations for further clarification and process.

Compassionate Grounds or Extenuating Circumstances

Faculty may grant deferred examinations, tests, labs, and assignments on compassionate grounds. Compassionate grounds generally include bereavement, required court appearances, and any other extenuating circumstances. It should be noted that vacations and sport practices are not considered extenuating circumstances and are not grounds to defer examinations. Please refer to Policy 1.3.13 Examination Regulations for further clarification and process.

Extended Student Absence

Individual student absences are unique. In those cases when a student is absent, the following could be considered when counselling and/or advising the student:

1. The nature or reason for being absent;
2. The estimated or actual length of the absence;
3. The time period of the absence;
4. The student's academic standing.

In consideration of the above factors, the following actions could be suggested and/or implemented:

1. If within the required timeframe, DROP the course or courses, and re-take when next offered.
2. If outside the drop period, WITHDRAW from the course or courses, accept the grade that was assigned at that point in time, and re-take when next offered.

3. Assign the student an INCOMPLETE for the course or courses, allowing a reasonable time period for course completion. If the course requirements are not completed within the allocated timeframe, the INCOMPLETE will convert to an F in the course. Please refer to Policy 1.4.4 Grade Point System for further details regarding I grades.
4. The course faculty may assist with the coordination of the provision of class-notes for the missed classes to the student. The faculty may also engage other student supports, such as Peer Tutoring, Counselling and/or the Student Success Officer who can assist the student with accessing supports.

Non-students

1. Only students that are included on the class roster can be in attendance in lectures, labs, test, exams, or any academic activity.
2. Faculty will remove any non-students (persons not included on the class roster) from any academic activity.
3. Students with disabilities who require in-class support must obtain prior approval from Student Services and must have an accommodation plan to allow a non-student in the class to provide support.
4. From time to time, faculty may invite vocational industry experts as guest speakers to attend an academic classroom to enhance student learning.
5. No unauthorized person will be allowed in the classroom or academic activity, unless prior written approval is provided by the Chair of the School.