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Policy Title:	Attendance	
Policy No:	5015	Approval date: June 27, 2018
Approval Body:	Academic Council	
Effective Date:	July 1, 2018	Review date: May 2021

## **Purpose**

This policy specifies the expectations, requirements and responsibilities for class attendance and punctuality, and to ensure attendance requirements are consistently applied and appropriately communicated to students.

## **Scope**

This policy covers all courses offered at UCW, noting the specific requirements for international students, course delivery methods, and any program specific requirements.

## **Policy Statement**

Class attendance and punctuality are essential for academic success. Student attendance and engagement in all scheduled classes, grading events, and activities is important for ensuring a positive educational experience for all students. UCW understands that there are circumstances such as illness, injury, family crises, or other circumstances beyond a student's control that may prevent students from attending or participating in all classes.

Instructors will communicate specific attendance expectations of a course in the Course Syllabus. Absence from a class, grading event, or course activity for any cause in no way relieves a student of the responsibility of completing all course work to the satisfaction of the instructor.

### **1. Class Attendance and Absence Notification**

- 1.1. A student who is not officially registered in a course may not attend or participate in classes, either on campus or on line.
- 1.2. Students are expected to attend all classes for courses in which they are registered and to participate and contribute to group work and assignments unless they have a valid reason for being absent since evaluation of progress in any course is cumulative.
- 1.3. Students are expected to provide notification of an absence to the instructor in writing, either by email or hardcopy, in advance of the class or exam start time (where possible) for upcoming absences and provide valid reasons.
- 1.4. Absence for valid reasons from a major grading event, such as an examination or presentation, require written documentation from a recognised professional. Such documentation will be provided to the instructor and forwarded to the Registrar's Office.
- 1.5. Absence(s) from a class or major grading event for health reasons or other extenuating circumstances must be reported to the instructor immediately and the appropriate medical or other supporting documentation from a recognized professional provided. The medical documentation will be maintained in the student file in the Registrar's Office.
- 1.6. Medical or other documentation for absences must be provided before the end of the term unless there are extraordinary circumstances.

- 1.7. A student who is unable, due to his/her religious beliefs, to attend class or to participate in an examination or study requirements on a particular day must inform the instructor of any conflicts for religious observances within the first week of the term. The instructor shall provide alternative times or dates to make up the course requirements. All arrangements must be made in advance.
- 1.8. A student may not be allowed to attend a given class period or scheduled examination for reasons of lateness, misconduct, or failure to meet the responsibilities of the course.
- 1.9. If an instructor is absent for a scheduled class, he/she may schedule a make-up class or a make-up assignment. Attendance is recorded based on the make-up class or make-up assignment in lieu of the missed class. In this case, instructors record attendance based on completion of make-up class or assignment.

## **2. Maximum Absences and Required to Withdraw**

- 2.1. Degree program students who miss 12 hours or more of class time without instructor approval may be withdrawn from the course and awarded a grade of "RW". The Chair must approve the grade of "RW".
- 2.2. Students in the University Access Program who miss fifteen (15) or more classes without instructor approval may be withdrawn from the course and awarded a grade of "RW". The Chair must approve the grade of "RW".

## **3. Incomplete Term Due to Extenuating Circumstances**

- 3.1. A student who has been absent for acceptable reasons with appropriate documentation may receive a Deferred grade and enter into an Incomplete Course Contracts with the course Instructor. Incomplete Course Contracts must be approved by the Program Chair.

## **4. International Students**

UCW is required to submit reports to Immigration, Refugees, and Citizenship Canada (IRCC) regarding attendance and progression for international students, in accordance with student study permit requirements and IRCC reporting requirements. Therefore,

- 4.1. International degree program students attending UCW on the basis of a study permit who are absent for twelve (12) hours of class time or more in a term may be reported to IRCC as non-compliant with the terms and conditions of their study permit unless an absence is supported by medical documentation from a recognised health care professional.
- 4.2. International University Access Program students attending UCW on the basis of a study permit who are absent for ten (10) classes or more in a term may be reported to IRCC non-compliant with the terms and conditions of their study permit unless an absence is supported by medical documentation from a recognised health care professional.

## **5. On Line Courses**

Student "attendance" or absence in an online course is determined by the instructor according to the weekly course activities and requirements. Such requirements will be outlined in the Course Syllabus.

## **Definitions**

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Grading event	A major academic activity wherein the student must produce a defined body of work for which a grade will be assigned, such as a major paper, presentation or examination
Attendance requirement	Any requirement to physically attend or to actively participate in a scheduled class or any course-related activity, including online activities, at a specified time.
Course	A set of lectures or lessons in a particular subject, with defined learning outcomes, offered under a designated subject code and course number.
Extenuating Circumstances	Exceptional circumstances or events beyond the student's control that significantly affect the student's ability to meet requirements of a course. Such circumstances may include those related to a student's physical or psychological health that is verifiable and documented by an appropriate listed professional.

## Related legislation

BC Human Rights Code

## Related policies

Policy Number	Policy Title
2003	Closure Due to Inclement Weather
6751	Information Privacy and Security
9011	Appeals for Non-Academic Discipline
9013	Student Leave of Absence
9014	Student Rights & Responsibilities

## Procedures

- Instructors shall record attendance at the start of each class on campus. Instructors shall submit attendance reports weekly for the duration of the term. For online classes, instructors shall submit attendance records at the end of each week.
- Student Services will review student attendance reports and send attendance warning notifications to students approaching the limits for students to be required to withdraw due to absence. If appropriate, Student Services will include in the attendance warning notification both:
  - that the student may withdraw by the withdrawal deadline to avoid an academic penalty for their lack of attendance, and
  - the possibility that the student will be required to withdraw and receive an RW notation if they do not meet the attendance requirement.
- Students who continue to have attendance difficulty may receive an F grade for the course if they do not complete sufficient course material of a sufficient standard to pass the course or abandon the course in the last weeks.
- On the advice of a Program Chair(s), the Registrar's Office will send a formal notice of discipline to students who meet or exceed the maximum number of class absences, if the student has not already voluntarily withdrawn from the class. The student will receive an Academic Withdrawal from the class and an RW notation at the end of the academic term. Maximum absences for a UAP student is fifteen (15)

classes and for degree program students is 12 class hours. These student absences for an Academic Withdrawal will typically occur in the first 2/3 of the term.

5. There are three (3) possible grade and notation for students with attendance issues: a voluntary withdrawal from the course before the 5<sup>th</sup> Monday of the term, an F grade for the course for the term, or a disciplinary RW grade notation at the end of the term.

## **Responsibility**

### **Students:**

- 1) International students are responsible for complying with their Study Permit requirements for attending classes.
- 2) Students are responsible for attending all scheduled classes and grading events and for providing faculty with acceptable reasons for their absence before missing a class or grading event.
- 3) Students are responsible for assignments and course content covered during missed classes.
- 4) Students are responsible for making arrangements with the instructor for any missed assignments, exams, or course activities if allowed.
- 5) Students are responsible for arriving to class on time and for not disrupting others with late arrivals.
- 6) Students who are absent for health reasons or extenuating circumstances are responsible for obtaining and submitting appropriate documentation from an appropriate professional (eg. doctor) to the instructor and the Registrar's Office prior to or immediately upon returning to class.
- 7) Students are responsible for informing Student Services about any expected long-term absences due to health or family emergencies as soon as it is known to the student and providing supporting documentation.
- 8) Students who need to reschedule a class or major grading event due to religious beliefs are responsible for informing the instructor of any conflicts within the first week of the term. All arrangements must be made in advance.
- 9) If long term absence from class is necessary due to expected or unexpected health or other extenuating circumstances, the instructor and Student Services must be notified in advance or as soon as the situation occurs. The appropriate medical or other appropriate documentation must be sent to the Registrar's Office immediately upon notification and prior to the end of the term. Students should consider withdrawing from the class in such circumstances.

### **Instructors:**

- 1) For students who need to reschedule a class or major grading event due to religious beliefs and who advised the instructor in the first week of classes, the instructor shall provide alternative times or dates to make up the course requirements.
- 2) Faculty are responsible for starting classes on time.
- 3) Faculty are responsible for weekly recording and submission of attendance (on campus) and recording participation in course activities (online) for all students. Faculty members should bring recurring attendance issues and/or exceptional circumstances to the attention of the Program Chair and Student Services.
- 4) Instructors are responsible to communicate specific attendance expectations of a course in the Course Syllabus and distribute the syllabus in the first week of classes.

- 5) Instructors and other staff members receiving medical documentation from students must ensure the privacy of the information and must forward such documentation to the Registrar's Office for secure retention.
- 6) Instructors are responsible for developing Incomplete Course Contracts when appropriate for students unable to complete course requirements by the end of the term due to extenuating circumstances.

**Registrar's Office:**

- 1) The Registrar's Office is responsible for retaining and safeguarding medical and other documentation submitted by students in support of their absence from class(es).
- 2) The Registrar's Office is responsible for reporting attendance for International students to IRCC.
- 3) The Registrar's Office is responsible for processing withdrawal requests and consideration of withdrawal for extenuating circumstances.

**Student Services:**

- 1) Student Services is responsible for following up on attendance reports and reporting maximum absences to the Registrar's Office.
- 2) Student Services, or other staff members, who receive medical documentation are responsible for forwarding the documentation to the Registrar's Office immediately.
- 3) Student Services is responsible for advising students about the options and outcomes for lack of attendance in classes.