

## ATTENDANCE POLICY

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### Policy Information & Responsibilities

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**Policy No:** A-03

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**Approved by:** Regional Vice President ON

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**Executive Responsible:** Academic Director (Regional)

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**Administrator Responsible:** Academic Manager

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**Next Review:** March 01, 2021

### Revision Dates

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March 01, 2020 – Updated format

*Shadya Mahfouz*

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**Shadya Mahfouz – Academic Director**

## 1. Rationale

A study of the available research indicates that attendance is statistically significant in explaining class grade and overall academic performance of students. Students who frequently miss class significantly increase their odds of a poor grade in a given course. Cambrian at Hanson, ('Hanson', 'the college'), is committed to student success. Because of the direct correlation between academic performance and attendance, the College encourages all students to abide by the following attendance policy.

Students are responsible for their own education. In order to receive the intended benefits of their courses, students should attend all classes, labs, and tutorials. Students are also expected to adhere to the Attendance Policy for field and co-op placements that are part of the course curriculum and as described in the course outline. Students who are absent from any classes, labs, or tutorials are responsible for learning any material missed within the published deadlines. Hanson is not responsible for ensuring that any missed material is provided to students. Full attendance is strongly encouraged in all courses. The impact of non-attendance on grades will be outlined at the beginning of the course and in the student manual. Missed assignments, tests, or other evaluative tools could result in the forfeiture of grades as stipulated in the course outline. It is at the discretion of the course teacher or instructor to make alternate arrangements for the make-up of missed work, therefore the onus is on the student to make alternate arrangements in advance with the course teacher or instructor.

It should be noted that full-time student status is required of international students studying in Canada. **Poor attendance may be considered a violation of the conditions of a student's study permit and may be at risk of being reported to Immigration, Refugees and Citizenship Canada (IRCC) for violation of their study permit.**

## 2. Procedural Specifics

- 2.1. The impact of non-attendance on grades will be outlined at the beginning of the course and in the student manual.
- 2.2. Faculty members will take attendance in each class starting on the first day of the academic semester, which will be entered into the college's student management system.
- 2.3. Attendance will be continuously tracked by the Academic Department.
- 2.4. **Poor attendance**
  - 2.4.1. The Academic Department will use the student management system to record all communication with the students.
  - 2.4.2. The attendance will be continuously tracked by the Academic Department or designate at each campus. The Academic Department will create a list of students with poor attendance (80% or below) for each campus as per the following timeline below.
    - 2.4.3. **Week 4 of 5**
      - 2.4.3.1. The first attendance check will be conducted during weeks 4-5.
      - 2.4.3.2. Students with poor attendance will receive a phone call and an email.

#### **2.4.4. After midterms**

**2.4.4.1.** Another attendance check will be conducted after midterms.

**2.4.4.2.** Students who have missed any evaluations must refer to the Missed Evaluation Form.

**2.4.4.3.** Students that continue to demonstrate poor attendance will receive another phone call and an email from a college designate.

#### **2.4.5. 2-3 Weeks Before Final Exams**

**2.4.5.1.** The third list will be created a week before final exams.

**2.4.5.2.** Students that continue to demonstrate poor attendance may receive another phone call and an email.

**2.4.5.3.** These students will also be required to meet with the Academic Administrator (Academic Director, Academic Manager or designate) at their respective campus.

#### **2.4.6. Learning Contracts**

**2.4.6.1.** Students who continuously demonstrate poor attendance will discuss the possibility of signing a Learning Contract with the academic administrator to explain their absence and consult about the next course of action. The Learning Contract will outline the conditions for a student to continue in the program.

**2.4.7. Reporting to IRCC:** Students that have been consecutively absent since the beginning of the semester shall no longer be deemed as full-time students and will be reported to the Immigration, Refugees and Citizenship Canada (IRCC) for violation of their study permit.

**2.4.7.1.** The Academic Department will prepare a list of all students to be reported to the IRCC and will submit that list to the Academic Director for further action.

**2.4.7.2.** The list will be accompanied by a copy of all communication efforts between Hanson and the student, as well as the attendance records indicating continuous absence.

**2.4.7.3.** Students that have been absent for prolonged periods of time with seldom attendance may also risk their full-time student status and risk being reported to IRCC. These will be handled on a case-by-case basis through the Office of the Academic Director.

### **2.5. Absence for Compassionate Reasons**

**2.5.1.** A student can apply for an absence for compassionate reasons, for no more than two (2) weeks, by filling out a Missed Evaluation Form and submitting it to the Academic Manager at their respective campus.

**2.5.2.** The student must make arrangements to make-up missed evaluations in advance of leaving.

**2.5.3.** This request will be kept on record in the student's file for the duration of their studies.

**2.5.4.** There is no guarantee that the request will be granted. For example, if there is insufficient evidence behind the reasoning of the absence; if the student has low grades in any or all courses and the absence would put them at risk of failure; or if the absence conflicts with a

mandatory evaluation that cannot be rescheduled, then the request for extended absence may be denied.

- 2.5.5. Extended absences should not exceed two (2) weeks in the interest of the student's academic success.

## **2.6. An extended absence due to illness**

- 2.6.1. A registered student who is absent for two (2) weeks or more due to illness must submit a legitimate doctor's note to the Academic administrator at their respective campus to qualify for make-up evaluations.
- 2.6.2. The request for extended or prolonged absence will be reviewed at the discretion of the Academic Director
- 2.6.3. Submitting fraudulent documents has serious consequences. Any doctor's notes that are found to be fraudulent or forged may result in disciplinary action, such as expulsion (dismissal) or suspension from the college.
- 2.6.4. A record of the receipt of this note will be kept on record in the student's file of the duration of the student's studies.

## **2.7. Missed evaluations during the absence**

- 2.7.1. It is the expectation that students will make every effort to attend classes when evaluations are being conducted or are due for submission.
- 2.7.2. Students who miss an evaluation must complete and submit the Missed Evaluation Form to the Academic Manager, and explicitly state, in detail, the reason for their absence.
- 2.7.3. Students who are absent from classes coinciding with evaluation dates may be penalized for submitting evaluations after the due dates and can be denied the opportunity to make-up for missed evaluations at the discretion of the Academic Manager
- 2.7.4. Exemptions from such penalties will be granted if medical documentation can be provided.
- 2.7.5. All other documented reasons for absence will be considered on a case-by-case basis.
- 2.7.6. Should the absence be foreseeable, it is the expectation that the student will make prior arrangements to reschedule the evaluation or complete an alternate evaluation.