

# ATTENDANCE POLICY

## Policy Statement

At Hanson College of Business, Health and Technology (hereinafter 'Hanson'), students are responsible for attending all classes, labs, and work-integrated learning components (practicum). Students are also expected to adhere to the Attendance Policy for work placements that are part of their program of study and as described in the course outline. Students who are absent from any classes, placements, labs, or practicums are responsible for any material missed within the published deadlines. Hanson is not responsible for ensuring that any missing material is provided to students.

Full attendance is expected in all courses/modules. Missed assignments, tests, or other evaluative tools could result in the forfeiture of grades. Students should notify their course instructor, in advance, if they are going to be absent for any reason and discuss the possibility of alternate arrangements for the completion and grading of any missed evaluations. It is at the discretion of the course 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 instructor.

If the registered student does not attend the program within the first 14 business days of its start, the college may cancel the enrolment contract for the vocational program specified in the contract.

## International Students: Study Permit Regulations

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. It may risk being reported to Immigration, Refugees, and Citizenship Canada (IRCC) for violating their study permit.

## Tracking Student Attendance

Instructors will take attendance in each class starting on the first day of classes, which will be entered into the college's student management system.

Attendance will be continuously tracked by the Academic Department.

A minimum of 70% attendance is required in each course/module.

The college will record all communication with students regarding attendance:

- If a student misses 10% of a given course/module, they will meet with the administrative staff to discuss the reason for their absences, the importance of attending class, and a plan to improve their attendance.

The student will also be issued Warning Letter #1 during this meeting. A signed copy of this letter will be retained in the student's file.

- If a student misses 20% of a given course/module, they will meet with the Program Supervisor to discuss the reason for their continued absence and revisit their improvement plan. The student will be issued Warning Letter #2 during this meeting. A signed copy of this letter will be sent to the student and will be retained in the student's file.
- If a student misses 30% of a given course/module, they will meet with the Senior Academic Administrator and will be issued a 3rd and final letter ("Student Warning Letter"). At this point, the student will have missed a significant amount of work and will no longer be allowed to attend class. The student may have to retake the course/module whenever it is offered, at their own expense. A signed copy of the letter will be retained in the student's file.

## **Learning Contracts**

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 their next course of action. The Learning Contract will outline the conditions for a student to continue in the program.

## **Absence for Compassionate Reasons**

A student can apply for an absence for compassionate reasons by submitting a request to the Program Supervisor. Accommodations may be provided on a case-by-case basis up to postponing the program.

An extended absence due to illness requires medical documentation. Submitting fraudulent documents will have serious consequences. Any doctor's note that is found to be fraudulent or forged will result in disciplinary action, up to expulsion (dismissal) or suspension from the college. A record of the receipt of this note will be kept on record in the student's file for the duration of the student's studies.

## **Missed Evaluations During the Absence**

It is the expectation that students will make every effort to attend classes when evaluations are being conducted or are due for submission. 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 Program Supervisor in consultation with the course instructor.

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.