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| Policy Number:    | Attendance Policy |
| Policy Title:     | 5015              |
| Approved by:      | Academic Council  |
| Approval date:    | June 27, 2018     |
| Effective date:   | July 1, 2018      |
| Review date:      | January 8, 2021   |
| Next review date: | January 2025      |

## 1. Policy Statement

**Full attendance in classes is an important indicator of student success and involvement.** Class attendance and participation are important parts of student evaluation and may have a bearing on the final grade for each course. In the asynchronous platform, logging into the platform, reading, preparing and submitting assignments are considered attendance.

The university promotes student responsibility. Students are responsible for attending all scheduled on-campus classes, synchronous live class sessions, and for participating in asynchronous MyUCW assigned activities and assessments. Students are expected to attend all classes in which they have registered and to participate and contribute to group work and assignments unless they have a valid reason for being absent. Faculty are responsible for providing students with a course syllabus that specifies their attendance policies, dates and times for classes, exams and other assessments.

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.

Students may justifiably be absent from classes due to religious observances, illness documented by a physician or other appropriate health care professional, public emergencies, or documented personal or family emergencies. The student is responsible for notifying the instructor and the Academic Department in writing with as much advance notice as possible. **Failure to provide notice of the absence in advance or as soon as the situation occurs may affect a student's grade.**

Absence from a class, grading event, or course activity for any reason does not discharge a student from their responsibility for completing all course work to the satisfaction of the class requirements stated in the syllabus.

## 2. Purpose

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

**3. Scope**

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

**4. Applicable legislation**

- BC Human Rights Code

**5. Related policies**

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

**6. Associated procedure**

| Procedure Number | Procedure Title      |
|------------------|----------------------|
| 5015p            | Attendance Procedure |

**7. Responsibility**

**7.1 Students are responsible for:**

- Attending all scheduled classes and for actively participating in the class and in group work.
- Attending class on time and not disrupting others by arriving late (in face-to-face and synchronous sessions).
- All assignments and course content covered during missed classes.
- Notifying their instructor and the Academic Department via email in MyUCW in advance of a known absence. Attendance is critical to student success in exams, presentations, group work, submitting assignments or any other class activities. A clear written explanation and documentation for the absence must be provided to the instructor to ensure absence does not negatively affect the student’s final grade.
- Providing documentation of valid reasons issued by a recognized professional (e.g., doctor) including but not limited to a valid doctor’s note. If the student cannot provide the reasons for the absence before class or soon after because there are special or extenuating circumstance, they must submit documentation prior to the end of term.
- Informing instructors of any conflicts for religious observances within the first week of the term.* They must also inform instructors if they are unable to attend classes, write exams, present to the class, participate in group work or other class activities, or submit assignments prior to class. After approval, the instructor shall provide *alternative times or dates* to make up the course

requirements. All arrangements must be made in advance. Instructors may consult with Course Leads or the Department Chair for guidance on alternative arrangements.

- g. Bringing absences due of illness, accident, family problems or other extenuating circumstances to the attention of their instructor. Students may be required to provide supporting documentation.
- h. Notifying the Registrar's Office in writing when deciding to withdraw in accordance with the Voluntary Withdrawal procedures. ***Simply ceasing to attend does not constitute withdrawal from the University.***

## 7.2 Faculty are responsible for:

- a. **Communicating** the specific **attendance expectations** of a course in the course syllabus.
- b. **Recording attendance for each face to face or synchronous section once a week.** Individual student attendance records may be requested by the IRCC as evidence of non-compliance with the terms and conditions of their study permit unless an absence is supported by medical documentation from a recognised health care professional.
- c. Arranging for another instructor to attend or assign work outside of class when an instructor is unavoidably absent for a scheduled class. If unable to make such an arrangement, the instructor 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 and on completion of the make-up class or assignment.
- d. If a student misses too many hours of class or fails to participate in assigned collaborative work or interactive class activities, the instructor may deduct participation marks. However, ***student participation grades in a class will NOT be solely determined by class attendance.***