

Procedure Number:	5015p
Procedure Title:	Attendance Procedure
Approved by:	Academic Council
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Review date:	-
Next review date:	January 2025

1. Purpose

This procedure is designed to support the Attendance policy 5015.

2. Overview of roles

- a. Instructors will record attendance for each face-to-face or synchronous class in MyUCW. The attendance report will be analyzed by the IT department. IT will submit the ‘attendance at risk’ report (missing more than 6 – hours of classes) to Academic Advising. Academic Advisors will outreach to each student who has missed too many class sessions and will work with the student to help them get back on track.
- b. Students will report their absences to each of their instructors and to the Academic Department and provide valid reasons for the absence. Students who continue to have attendance problems may be penalized in their course grade if they do not complete sufficient course material of a sufficient standard to pass the course or abandon the course in the last weeks.
- c. Instructors will report students who have 4 absences to their Department Chair, and with Department Chair approval, students may receive a grade of ‘F’ for the course.

3. Progression of penalties for repeated absences

- a. **1st absence:** Absence from class for any reason (including illness) is permitted once without penalty.
- b. **2nd and 3rd absences:** Students with two or three absences including missing classes, assignments, presentations, exams, and group work without valid reasons may receive reduced participation grades. Valid reasons include personal illness or injury or death in the immediate family.
- c. **4 or more absences:** Four or more absences may result in a grade of ‘F’ for the course given that expectations for assignments and participation during in-class activities will likely not be met.
- d. Students who are absent because of extended illness or injury verified by a recognized professional doctor’s note are eligible to apply for an extension of the course by filling in the Incomplete Course Contract and getting it approved by the instructor and Department Chair.
- e. The Chair will forward the Incomplete Course Contract to the Academic Department who will submit it to the Registrar’s Office.

- f. The approved Incomplete Course Contract will be recorded by Registrar Office.
- g. Students will be given an additional month to catch up with the course with support from the instructor.
- h. The instructor will notify the Academic Department and the Registrar's Office of the grade earned based on the Course Contract.
- i. A grade of F (Fail) is the likely outcome if the student fails to complete the assigned work in the Course Contract.

4. Regulations & Requirements

4.1. *Students will:*

- a. Attend all scheduled classes and actively participate in the class and in group work.
- b. Attend class on time and not disrupt others by arriving late (in face-to-face and synchronous sessions).
- c. Be held responsible for all assignments and course content covered during missed classes.
- d. Notify the instructor and Academic Department in advance of a known absence due of illness, accident, family problems or other extenuating circumstances as soon as the situation occurs. Students may be required to provide supporting documentation. 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.
- e. Obtain and submit appropriate **documentation** from an appropriate professional (e.g., medical doctor) to the instructor and emailing the Registrar through MyUCW portal at ucw.registrar@myucwest.ca prior to or immediately upon returning to class when absent for health reasons or extenuating circumstances. If the student cannot provide the reasons for the absence before class or soon after because there are special or extenuating circumstances, they must submit documentation prior to the end of term.
- f. Make arrangements with the instructor for any missed assignments, exams, or course activities if allowed.
- g. Inform the instructor and the Academic Department via email at academic.department@myucwest.ca and the Registrar's Office at ucw.registrar@myucwest.ca immediately of any **upcoming long-term absences** due to expected or unexpected health, family emergencies, or other extenuating circumstances **as soon as it is known** and will provide supporting documentation if long term absence from class is necessary. Students should consider withdrawing from the class in such circumstances.

- h. **Inform instructors of any conflicts for religious observances within the first week of the term.** All arrangements must be made in advance. They must also inform instructors if this will mean absence from specific classes, written exams, presentations, participation in group work or other class activities, or that they will not be able to submit assignments because of religious observance. After approval, the instructor shall provide alternative times or dates to make up the course requirements. Instructors may consult with Course Leads or the Department Chair for guidance on alternative arrangements.
- i. Notify 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.**

4.2. Faculty will:

- a. Start class on time.
- b. Record and submit weekly attendance (for on campus or synchronous class meetings) and record participation in course activities (online) for all students. 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. Inform the Department Chair and the Academic Department of recurring attendance issues (greater than 4 hours absence) and/or exceptional circumstances.
- d. Communicate the specific attendance expectations in the course syllabus, discuss them during the first day of class, and post the syllabus in MyUCW course shell one week before classes begin.
- e. Provide alternative times or dates to make up the course requirements for students who need to reschedule a class or major grading event due to religious beliefs and who have advised the instructor in the first week of classes.
- f. Ensure the privacy of student information.
- g. Encourage students to submit medical/professional documentation via email to the Registrar's Office in MyUCW so the Registrar's Office can retain it in their records.
- h. Develop Incomplete Course Contracts when appropriate for students unable to complete course requirements by the end of the term due to extenuating circumstances.
- i. Arrange for another instructor to attend or assign work outside of class when an instructor will be 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.

4.3. The *Academic Department* will:

- a. Receive the information on attendance from instructors via email.
- b. Send valid medical and other student documentation to the Registrar's Office for retaining and safeguarding.
- c. Analyze the bi-weekly attendance reports submitted by IT to the Academic Department.
- d. Send the names of students at-risk due to non-attendance to Academic Advising for outreach.
- e. Ensure the privacy of student information.

4.4. The *Registrar's Office* will:

- a. Retain and safeguard medical and other documentation submitted by students in support of their absence from class(es).
- b. Report attendance for individual International students to IRCC when requested. Students who have been consecutively absent since the beginning of term 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.
- c. Process withdrawal requests and recording F (Fail) grade to students' permanent records after Department Chair approval.

4.5. *IT* will:

- a. Create student attendance reports showing faculty who did not submit their weekly attendance reports to the Academic Department **every two weeks**.
- b. Flag any student attendance issues (showing students who failed to attend classes for 4 or more hours of absence in a report to the Academic Department **every 2 weeks**).

4.6. *Academic Advising* will:

- a. Outreach to students who have attendance issues (more than 4 hours of absences) and for explaining the options and outcomes for failure to attend classes to students.
- b. Prepare a 'success plan' in consultation with the student with seriously at-risk students outlining the specific steps the student must take to get back on track. This may involve consultation with the learning strategist in some cases.