

Policy on Attendance and Participation

CATEGORY: Student – Academic

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose

The *Policy on Attendance and Participation* outlines the student attendance and participation requirements that support student engagement and improve student success rates.

Scope

This policy applies to all enrolled students, all individuals employed by the College, and any other individuals acting as representatives or holding a titular position within the College.

Definition

Synchronous Students:

Students enrolled in live, instructor-led classes that occur at scheduled times.

Asynchronous Students:

Students enrolled in classes without scheduled live sessions, completing coursework independently through recorded content, readings, assignments, and online activities.

Policy

1. RESPONSIBILITIES OF STUDENTS

1.1. Synchronous Students:

- 1.1.1. Students are expected to attend all scheduled online classes and activities.
- 1.1.2. Attendance is tracked through participation in online classes, discussion boards, assignments, and other class activities.
- 1.1.3. It is the student's responsibility to understand any program and/or course requirements relating to the program and course they are enrolled in.

1.2. Asynchronous Students:

- 1.2.1. Must complete all required course activities (discussion boards, assignments, quizzes, recorded lectures, interactive modules) by the deadlines set in the course outline.
- 1.2.2. Participation is tracked through engagement with the LMS and completion of the weekly module requirements.

2. RESPONSIBILITIES OF THE INSTRUCTORS

- 2.1. Instructors may include students' attendance and/or participation in the calculation of course grades.
- 2.2. Instructors may use a student's interaction with a virtual environment, such as a learning management system, to assign grades for attendance and/or participation.
- 2.3. Instructors must clearly set out in the course outline the ways in which students' attendance and/or participation is used to calculate final course grades.
- 2.4. Instructors must be reasonable and fair when considering requests for accommodation resulting from absences, ensuring compliance with PTIRU standards.

3. RECORDING OF ONLINE CLASSES

- 3.1. Online classes will be recorded and made available to students for 30 days after each online class.

4. MINIMUM ATTENDANCE REQUIREMENTS & STUDENT RESPONSIBILITIES**4.1. Synchronous Courses:**

- 4.1.1. Students must attend a minimum of 65% of scheduled live classes per course.
- 4.1.2. Students must maintain an average of 75% attendance throughout the program.
- 4.1.3. Some programs may carry higher requirements.
- 4.1.4. Students must notify in writing the relevant Faculty Member prior to foreseen absences.

4.2. Asynchronous Courses:

- 4.2.1. Attendance is measured by weekly participation and completion of required tasks.

5. REPORTING ABSENCES

- 5.1. Any student unable to attend a class must inform their faculty member of their absence by phone or email, indicating the reason before the class begins.
- 5.2. Students should be prepared to provide appropriate supporting documents such as a doctor's note, official event letter, or transportation disruption notice. Students must provide medical documentation (i.e. doctor's note) if they are absent due to illness for three (3) or more consecutive instructional days. Medical documentation may be faxed or emailed to Student Services.

6. ABSENCES – UNAUTHORIZED AND AUTHORIZED IN ADVANCE

- 6.1. All student absences are unauthorized unless the student provides a valid reason, as outlined in this policy.
- 6.2. The instructor may authorize an absence in advance in certain circumstances, which include:
 - ❖ A medical appointment which cannot be arranged outside of class hours;
 - ❖ A religious holiday;
 - ❖ Participating in a significant extra-curricular activity (i.e. taking part in a regional or national event);
 - ❖ Severe disruption to a student's mode of transport because of an industrial dispute or adverse climatic conditions, whereby there is no practical way of getting to the College campus.

7. UNACCEPTABLE REASONS FOR ABSENCE

- 7.1. The following list is non-exhaustive and contains unacceptable reasons for absence:
 - ❖ Personal vacations;
 - ❖ Part-time employment;
 - ❖ Leisure activities;
 - ❖ Birthdays.

8. CONSEQUENCES FOR UNAUTHORIZED ABSENCES

8.1. Based on the requirements of section 4.1 of this policy, students who have missed more than thirty-five percent (35%) of class time due to unauthorized absences will receive an incomplete grade for the Module/Course.

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1018 – Student Attendance Policy
- Policy #1008 - Student Lateness Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of academic-oriented policies under the Student Policies category. As such, accompanying policies that may be applied or referenced along with this policy include Policy # ST-001 – *Policy on Academic Standards* and Policy # ST-003 – *Policy on Grade Appeals*.