



ATTENDANCE POLICY

1. Policy

Cambrian at Hanson, hereinafter 'Hanson', 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. Students should notify their course teacher or 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 assignments, tests, or other evaluative tools 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 Citizenship and Immigration Canada (CIC) 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 an attendance system on Excel.
- 2.3. Attendance will be continuously tracked by an appointed Student Services Officer (SSO) or designate at each campus.
- 2.4. **Poor attendance**
 - 2.4.1. The SSO or designate will use an "Attendance Tracking Sheet" spreadsheet to record all communication with the students.
 - 2.4.2. The attendance will be continuously tracked by an appointed SSO or designate at each campus. The SSO or designate will create a list of students with poor attendance (80% or below) for each campus as per the following timeline below.

2.4.3. Two weeks after beginning of each semester

2.4.3.1. The first list will be created two weeks after the beginning of each semester.

2.4.3.2. Students with poor attendance during that time will receive a phone call and an email.

2.4.4. One month after beginning of semester

2.4.4.1. The second list will be created two weeks after the first list (i.e. one month after the beginning of the semester).

2.4.4.2. Students that continue to demonstrate poor attendance will receive another phone call and an email from the SSO or designate.

2.4.5. Before midterms

2.4.5.1. The third list will be created a week before the midterms.

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

2.4.5.3. These students will also be required to meet with the Director / Associate Director, Academic at their respective campus.

2.4.6. Learning Contracts

2.4.6.1. Students will discuss the possibility of signing a Learning Contract with the Director/Associate Director, Academic 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. After Midterms

2.4.7.1. The fourth list will be created one week after midterms.

2.4.7.2. The SSO or designate will contact students who missed the midterm and schedule an appointment for them to meet with the Director / Associate Director, Academic to explain their absence and consult about the next course of action.

2.4.7.3. Reporting to CIC: 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 Citizenship and Immigration Canada (CIC) for violation of their study permit.

2.4.7.3.1. The SSO or designate will prepare a list of all students to be reported to the CIC and will submit that list to the Principal for further action.

2.4.7.3.2. 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.

2.4.7.3.3. 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 CIC. These will be handled on a case-by-case basis through the Office of the Principal.

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 [Request for Extended Absence Form](#) and submitting it to the Director / Associate Director, Academic 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. 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 doctor's note to the Director / Associate Director, Academic at their respective campus to qualify for make-up evaluations.
- 2.6.2.** 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 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 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 faculty member.
- 2.7.3.** Exemptions from such penalties will be granted if medical documentation can be provided.
- 2.7.4.** All other documented reasons for absence will be considered on a case-by-case basis.
- 2.7.5.** 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.