



# ATTENDANCE POLICY

## 1. Policy

Hanson International Academy, 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. 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 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 IRCC for violation of their study permit.

## 2. Attendance Tracking Procedures

- 2.1. The impact of non-attendance on grades will be outlined at the beginning of the course.
- 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. **The minimum attendance requirements for students are as follows:**
  - (a) 60% is the minimum attendance requirement.
- 2.5. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
  - (a) Students who do not achieve 60% attendance during the semester will receive a warning from the Academic Department.



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### **3. The process by which students must report an absence is as follows:**

- (a) Students must contact their instructor or the Academic Department by email to report their absence.

#### **3.1. Absence for Compassionate Reasons**

- 3.1.1.** 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.
- 3.1.2.** The student must make arrangements to make-up missed evaluations in advance of leaving.
- 3.1.3.** This request will be kept on record in the student's file for the duration of their studies.
- 3.1.4.** 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.
- 3.1.5.** Extended absences should not exceed two (2) weeks in the interest of the student's academic success.

#### **3.2. Extended absence due to illness**

- 3.2.1.** A registered student who is absent for two (2) weeks or more due to illness must submit a legitimate doctor's note to the Director / Associate Director, Academic at their respective campus to qualify for make-up evaluations.
- 3.2.2.** Submitting fraudulent documents have serious consequences. Any doctor's notes that is found to be fraudulent or forged may result in disciplinary action, such as expulsion (dismissal) or suspension from the college.
- 3.2.3.** 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.

#### **3.3. Missed evaluations during absence**

- 3.3.1.** It is the expectation that students will make every effort to attend classes when evaluations are being conducted or are due for submission.
- 3.3.2.** 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 Associate Director, Academics or designate.
- 3.3.3.** Exemptions from such penalties will be granted if medical documentation can be provided.
- 3.3.4.** All other documented reasons for absence will be considered on a case-by-case basis.
- 3.3.5.** 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.