Fleming College - Class Absence Operating Procedure	
Operating Procedure ID:	#2-xxx OP
Approved by:	Executive Leadership Team
Effective Date:	September 1st, 2016
Next Procedure Review Date:	5 years from approval
Administrative Contact for Procedure Interpretation:	Office of the Vice-President Academic
Link to a College Policy	☐ Yes ☒ No

Procedure Statement

Fleming College upholds that regular class attendance demonstrates professionalism and is essential to student success. Students are responsible for satisfying the learning outcomes as defined in each of their course outlines and are expected to attend all class sessions (lectures, seminars, labs, field trips, and other course activities etc.) on a consistent basis.

Fleming College also recognizes there will be times when an absence may be required. The College distinguishes four types of absences:

1) Sanctioned Absences
2) Planned Absences
3) Unexpected Absences
4) Unsubstantiated Absences

Professors have the right to clarify the specifics of their classroom attendance procedures, provided that specifications are consistent with Fleming College's Class Absence Operating Procedure.

Definitions

1) Sanctioned Absences: Attendance at pre-scheduled events sanctioned by Fleming College will be recognized as sanctioned absences. Sanctioned absences require advanced notification as described in the procedures below. Examples of sanctioned absences may include:

- Varsity athletic competitions (excluding practice)
- Class related field trips / events
- Academic conferences
- Student administrative council meetings / conferences
- Observance of a religious holiday requiring absence beyond existing statutory holidays

2) Planned Absences: Attendance at pre-planned/pre-scheduled events and appointments of a personal nature will be recognized as planned absences. Planned absences are for exceptional circumstances and require advanced request for approval as described in section 2.0. Examples of planned absences may include:

- Health care appointments which cannot be scheduled outside of academic hours
- Attendance at a funeral or memorial service
- Appointments for dependents (that the student is required to attend) which cannot be scheduled outside of academic hours
- Active participation in a major personal event (i.e. wedding)
- Vacation which cannot be scheduled outside of academic hours

3) Unexpected Absences: Unexpected and/or significant events that result in missed class(es). Examples of unexpected absences may include:

- Serious illness
- Injury
- Unexpected incidents involving a dependent
- Death in the immediate family
- Severe/extreme weather conditions

4) Unsubstantiated Absences: A non-sanctioned, unplanned, or undocumented absence will be defined as unsubstantiated.

5) Dependent(s): A "dependant" is defined as a spouse, civil partner, child, or parent of the student.

Procedure

1.0) Sanctioned Absences

1.1) The student will notify the professor of the event and anticipated missed class(s) in writing as soon as the event is confirmed, preferably no less than 5 College business days prior to the required absence.

1.2) If a student fails to notify the professor in advance of the absence, the professor may consider the absence unsubstantiated.

1.3) When travel for the event(s) is required, the student is expected to attend classes up to the latest possible date and time prior to departure.

1.4) For sanctioned absences, the professor will provide reasonable opportunity for the student to make up missed work.

- Students are ultimately responsible for meeting with the professor and completing assigned materials.
- The professor will determine if assignments, quizzes and exams need to be completed prior to, or after, the missed class(es).
- For unique in-class learning experiences the professor may design substitute assignments if feasible.
- Should no alternate opportunity exist for a particular assignment, quiz or exam, the professor may re-weight course deliverables at their discretion providing that the learning outcomes of the course will be met.

1.5) Should a sanctioned absence be unreasonably denied the student may informally appeal to the Academic Chair. The decision of the Academic Chair is final and binding.

2.0) Planned Absences

2.1) Students are expected to schedule personal events and appointments outside of academic hours. Requests for planned absences are for exceptional circumstances only when scheduling outside of academic hours is not feasible.

2.2) The student will request the planned absence in writing, to the professor, as soon as the event/appointment is confirmed, but no less than 5 College business days prior to the absence.

2.3) If a student fails to request a planned absence in advance, the professor will consider the absence unsubstantiated.

2.4) When travel for the event/appointment is required, the student is expected to attend classes up to the latest possible date and time prior to departure.

2.5) If the planned absence is approved, the professor will provide reasonable opportunity for the student to make up missed work.

- Students are ultimately responsible for meeting with the professor and completing assigned materials.
- For unique in-class learning experiences the professor may design substitute assignments if feasible.
- Should no alternate opportunity exist for a particular assignment, quiz or exam, the professor may re-weight course deliverables (at their discretion) providing that the learning outcomes of the course will be met.

2.6) Should a planned absence be unreasonably denied the student may informally appeal to the Academic Chair. The decision of the Academic Chair is final and binding.

3.0) Unexpected Absences

3.1) When unexpected events occur that require a student to be absent for up to two days of scheduled classes, the student should contact the affected professor(s) as soon as is reasonably possible.

- At the discretion of the professor supporting documentation may be requested.

3.2) When unexpected events occur that require a student to be absent for more than two days of scheduled classes, the student must contact the School Office as soon as is reasonably possible.

- Supporting documentation is required for absences greater than two days in duration.

3.3) Should the unexpected absence be approved, the professor will provide reasonable opportunity for the student to make up missed work.

- Students are ultimately responsible for meeting with the professor and completing assigned materials.
- For unique in-class learning experiences the professor may design substitute assignments if feasible.
- For extended absences, or where it is unfeasible for a student to meet the learning outcomes of a course, a grade of "W" – "Withdrawal" may be applied to the course(s) on the student academic record.
- Should no alternate opportunity exist for a particular assignment, quiz or exam, the professor may re-weight course deliverables (at their discretion) providing that the learning outcomes of the course will be met.

3.4) If a student fails to provide notification (as described in 3.1 and 3.2) the absence will be considered unsubstantiated.

3.5) Should an unexpected absence be unreasonably denied the student may informally appeal to the Academic Chair. The decision of the Academic Chair is final and binding.

4.0) Unsubstantiated Absences

4.1) Professors are under no obligation to allow students to complete work missed from unsubstantiated absence.

5.0) Supporting Documentation

5.1) If supporting documentation to verify the absence (i.e. doctor's note, obituary etc.) is required the documentation must be provided to the School Office for review.

5.2) Supporting documentation from a medical practitioner does not need to include the student's diagnosis or any private medical information (i.e.: disability, medical condition etc.) and students are under no obligation to reveal private medical information.

5.3) The School Office will not retain or duplicate supporting documentation; supporting documentation will be kept only by the student.

5.4) If the absence is approved, the School Office will forward the absence notification confidentially to all affected professors on behalf of the student.

Additional Operating Principles

1) Grades will not be awarded for attendance. The correlation between attendance, class participation, and academic performance is implicitly understood.

2) Professors are under no obligation to provide alternative opportunity to students who are absent due to suspension, expulsion, or a no trespass order.

Related Documents

- College Policy #7-701 - Access and Accommodation for Students with Disabilities
- Administrative Operating Procedure #7-701 OP, Access and Accommodation for Students With Disabilities
- Fleming College Guidelines for Professional Practice (Student and Professor)
- Freedom of Information and Protection of Privacy Act

Appendices

N/A

Summary of Amendments/Reviews:

Section(s)	Date	Comments
New Policy		