

Policy History
Policy No. ST1
Approving Jurisdiction: Senate
Administrative Responsibility: Provost and Vice President Academic
Effective Date: May 4, 1994

Attendance and Performance in Individualized Continuous Intake Programs Policy

Certain courses are structured to simulate a workplace or job environment. Others require that students work extensively in groups to meet the course objectives. Students in these courses and in individualized, continuous intake courses or programs at Kwantlen Polytechnic University are expected to attend classes regularly, to be punctual and to demonstrate a satisfactory level of performance and rate of progress within the time guidelines set for the course or program. Failure to meet these expectations may result in failure in the course or program.

A. RATIONALE

While the University has deliberately avoided imposing attendance and progress requirements in an effort to encourage students to accept personal responsibility, the nature of the courses or programs and the structure of the curriculum in these programs are such that a policy is required. The primary responsibility for enforcement of this policy rests with the instructor.

The following specific areas of concern are addressed by this policy:

1. students with irregular attendance;
2. students who habitually arrive late and/or leave early, or who take prolonged rest breaks;
3. students who may have satisfactory attendance but who do not demonstrate reasonable progress through the course or program;
4. students who consistently fail to meet their obligations as team members in courses where this is a significant requirement.

ST7 *Student Conduct (Non-Academic)* applies to students whose conduct disrupts the learning environment.

Any student under the sponsorship of the Department of Human Resources & Skills Development Canada (HRSDC) must meet the requirements of that agency. The University assumes responsibility for complying with the reporting procedure of HRSDC.

B. PROCEDURAL GUIDELINES

Courses where this policy applies will be so identified by the appropriate curriculum committee. This will normally take place at the time new or revised course outlines are submitted for approval. The details of any attendance requirements will be submitted to the curriculum committee at this time as well.

Once approved, a statement to the effect that this policy applies will be included in the evaluation section of the course outline and in the course presentation forms. In approving this status, the curriculum committees will take into account the objectives, content, and methods specified for each course and the appropriateness of this policy to these course elements.

1. Progress

- a. A student whose progress through the course or program is not satisfactory will be required to undertake a performance contract.
- b. For courses or programs in which the mastery grading scheme is used, the maximum number of times an exam or project can be repeated in a course may be approved by the Department Curriculum Committee. The fact that such maximums exist for the course shall be indicated on the course outline. The actual maximums shall be shown on the course presentation form or student orientation handout for the course. A student who does not pass the exam or project after the specified number of attempts will be deemed to have failed the course.
- c. Special needs students may present circumstances which should exempt them from meeting the same attendance or progress standards that are normally expected of other students.

2. Attendance

- a. If a student does not attend for three consecutive instructional days of the course or program without having previously notified the University or the instructor or contacted the University or instructor during that period, the student will be considered to have withdrawn from the course or program, or if the withdrawal date has passed, to have failed. The student may apply to re-enter the program or register again for the course; normally such re-entry or re-registration will only be permitted once.
- b. If an instructor considers a student to have an unsatisfactory attendance record other than as defined in 4. above, the instructor may require the student to undertake a performance contract which may include the following or other conditions:
 - i. A student unable to attend class shall notify the University or the instructor(s) within one hour of the start of class.
 - ii. A student who is absent more than two consecutive days having previously notified the University or the instructor may be required to provide the University or the instructor with supporting documents upon return to class.
- c. A student whose performance in team projects is not satisfactory, in the instructor's view, may be required to undertake a performance contract.

- d. If a student, by reason of late arrival, early departure or extended coffee or lunch breaks, does not in the instructor's view spend sufficient hours in the school day on work assignments, the instructor may require the student to enter into a performance contract.

3. Performance Contracts

- a. All performance contracts will be in writing and will include realistic and explicit steps which the student should take to remedy the problem, the length of time of the contract, and the means of evaluating success or failure in meeting the terms of the contract.
- b. A student who fails to meet the terms of a performance contract will be deemed to have failed the course or courses to which it applied.

4. Re-entry to a Course

- a. A student who fails a course may apply to re-enter the course. Normally such re-entry will only be permitted once.
- b. Conditions for re-entry may be specified by the program faculty. For instance, a student may be required to complete appropriate upgrading before being allowed to re-enter the original course or program.

5. Appeals

- a. A student who wishes to be exempted from attendance or performance requirements should discuss these matters at the beginning of the course or program with the instructor(s). A student who is given a performance contract and who is in disagreement with the reasons for (or the terms of) the contract, or who is deemed to have failed a course or program in accordance with this policy, may request, in writing, that the matter be referred to the responsible Dean for review. Should the student be dissatisfied with the resolution, she/he may request a review by the University Appeals Committee (refer to *ST3 Grade Appeals*). Students have the right to consult at any time with a University counselor or student ombudsperson.

C. RELATED POLICIES:

ST3 Grade Appeals

ST7 Student Conduct (Non-Academic)