

Policy History
Policy No. ST11
Approving Jurisdiction: Senate
Administrative Responsibility: Provost and Vice President Academic
Effective Date: April 2005

Attendance and Performance in Semester and Other Term Based Courses Policy

A. PURPOSE

To establish attendance requirements in semester and other term based courses.

B. SCOPE

Students enrolled in:

1. courses that are structured to simulate a workplace or job environment;
2. courses that require that students work extensively in groups to meet the course objectives.

C. RATIONALE

1. While the University has deliberately avoided imposing overall attendance requirements to encourage students to accept personal responsibility, the nature of certain courses is such that a policy is required.
2. The primary responsibility for enforcement of this policy rests with the instructor.
3. The following specific areas of concern are addressed by this policy:
 - a. students with inconsistent attendance;
 - b. students who have a pattern of arriving late and/or leaving early, or taking prolonged rest breaks;
 - c. students who consistently do not meet their obligations as team members in courses where this is a significant requirement.

D. POLICY

Students enrolled, as above, are expected to:

1. attend classes regularly;
2. to be punctual and;
3. to demonstrate a satisfactory level of performance and rate of progress within the timelines set for various course activities.

Failure to meet these expectations may result in disciplinary action.

E. PROCEDURES

1. Courses where this policy applies will be so identified by the appropriate curriculum sub-committee.
2. This will normally take place at the time new or revised course outlines are submitted for approval.
3. The details of any attendance requirements will be submitted to the curriculum sub-committee at this time as well.
4. 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.
5. In approving this status, the curriculum sub-committees will take into account the objectives, content, and methods specified for each course and the appropriateness of this policy to these course elements.
6. In courses where this policy is deemed to apply, the following procedures will be followed:
 - a. If a student has an unsatisfactory attendance record, the instructor may require the student to undertake a performance contract.
 - b. If a student has a pattern of arriving late, leaving early, or taking prolonged rest breaks, the instructor may require the student to enter into a performance contract.
 - c. A student whose participation in team projects is not satisfactory, in the instructor's view, may be required to undertake a performance contract.

F. PERFORMANCE CONTRACTS

7. All performance contracts will be in writing and will include:
 - a. realistic and explicit steps which the student should take to remedy the problem;
 - b. the length of time of the contract;
 - c. the means of evaluating success or failure in meeting the terms of the contract and;
 - d. the penalties which may be imposed if the terms of the contract are not satisfied.

G. APPEALS

8.
 - a. Any student who is given a performance contract and who is in disagreement with the reasons for (or the terms of) the contract may request, in writing, that the matter be referred to the responsible Director for review. Should the student be dissatisfied with the resolution, she/he may request a review by the University Appeals Committee (See Policy ST3 *Grade Appeals*).
 - b. Where a student fails to fulfill the terms of a performance contract, disciplinary action may be initiated under the University Policy ST7 *Student Conduct (Non-Academic)*.
 - c. Students have the right to consult at any time with a University counsellor or student ombudsperson about difficulties they may be having.

RELATED POLICIES

ST3 *Grade Appeals*

ST7 *Student Conduct (Non-Academic)*