

Policy History
<b>Policy No.</b> ST11
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> May 12, 2023 – August 31, 2024

## Attendance and Participation in Courses Policy

*This version is valid until August 31, 2024.  
See Section 2 for version effective on September 1, 2024*

### A. CONTEXT AND PURPOSE

To clarify expectations for courses where achievement of course learning outcomes require attendance and participation; and to guide interventions that support student success.

### B. SCOPE AND LIMITS

This policy is intended for students enrolled in:

1. Courses that are structured to simulate a workplace or job environment;
2. Courses that are structured with activities and/or assignments that require students to work in groups to meet the course learning outcomes.
3. Courses that are structured so that students’ participation contributes both to their own learning and the learning of others.

### C. STATEMENT OF POLICY PRINCIPLES

1. All students are expected to have regular and punctual attendance in their classes (including lectures, seminars, laboratories, tutorials, etc.) Students will accept personal responsibility for their attendance and participation.
2. Attendance and participation expectations apply equally to classes offered in a physical classroom, online, or through distance learning, though the practical requirements of attendance may be defined differently in each instance.
3. It is the student’s responsibility to know that certain courses may require enhanced participation that is evaluated and assessed as part of successfully meeting their learning outcomes. Any attendance and/or participation requirements that affect a student’s grade must be explicitly stated by the instructor in the course presentation.

4. This policy addresses students who consistently do not meet their attendance and participation obligations as group or team members in courses where this is a requirement without prior arrangements being made.
5. Whenever possible, the instructor and the student will attempt informal resolution to resolve matters relating to unsatisfactory attendance and participation in a course. If this does not lead to a mutually satisfactory resolution, the instructor has the option of developing a Learning Contract together with the student (see ST11 Procedures).
6. This policy does not address situations in which students are absent in all classes during the semester. Such situations may result in failure of the course.

## **D. DEFINITIONS**

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

*ST3 Grade Appeals*

## **F. RELATED PROCEDURES**

*ST11 Attendance and Participation in Courses*

Policy History
<b>Policy No.</b> ST11
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> September 1, 2024

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For students in master's degree programs, the expectations for courses where achievement of course learning outcomes require attendance and participation will be stipulated in the Faculty of Graduate Studies' general regulations.

### C. STATEMENT OF POLICY PRINCIPLES

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