



7.A-2019: Attendance

1. Purpose

To define a coordinated and consistent process for Attendance.

2. Policy

Students are expected to attend all classes, tutorials and laboratories for which they are registered. Frequent unexcused absences may result in loss of marks or additional assignments being required. Unexcused absences may also lead to a penalty on the final grade. Faculty members will include any additional regulations regarding class attendance in their course syllabus. In cases where a student's registration in a course has been confirmed (excluding wait list and late registrations), the instructor has the right to drop the student from the course list if they have missed the first full week of classes without prior approval from the instructor.

Because of the incremental nature of knowledge, missed lab sessions may create a hazardous situation. Students who are judged to have missed an unacceptable number of lab sessions in a course will be required to withdraw from that course. In cases involving critical course content, a single missed session may be judged as unacceptable.

| Approval Authority | Responsible Office | Effective Date | Date Last Revisited | Review Frequency |
|--------------------|--------------------|----------------|---------------------|------------------|
| Academic Council | Academic | May 30, 2019 | May 30, 2019 | Every 5 years |