



STUDENT ATTENDANCE AND PARTICIPATION POLICY

1.0 PURPOSE

The purpose of this procedure is to ensure that attendance and participation expectations are clearly set and communicated to support professional practice and student success at the New Brunswick College of Craft and Design (NBCCD) (“the College”). In addition, it outlines the process for monitoring attendance and participation to assist in identifying students who are at risk and may require remediation strategies.

2.0 SCOPE

This procedure begins with the approval of attendance and participation requirements for a course, the monitoring and reporting of attendance, and ends with the results of non-conformance with the policy.

3.0 DEFINITIONS

Extenuating Circumstances refers to the kinds of circumstances that might include ill health, bereavement or other significant personal issues which were unexpected, out of the student's control, and are likely to have an impact on the student's ability to complete course requirements.

Practicum Course refers to a course for senior students that provides the opportunity to gain professional experience.

Student is defined in this Policy to include as follows:

- i) Persons enrolled in classes at NBCCD, including when on placements/apprenticeship, or as part of an academic program;
- ii) Persons who are enrolled in a program but not currently registered in classes;

Student Information System (SIS) is an electronic system that manages all student-related information.

Withdrawal (WI) is when a student officially removes themselves from a course prior to the midpoint of a term.

4.0 IMPLEMENTATION

The **Student Attendance and Participation Policy** will be provided to all students.

- Students are expected to attend and participate in every class, studio, work practicum, and other course activity and are informed of the requirements on the course outline.
- Students are expected to be on time and may be considered absent if they arrive more than 10 minutes late for a class and/or miss a significant portion of the class. If a student needs to leave a class, they must inform their instructor when they leave and immediately upon return to class.
- Students assume responsibility for missed work resulting from absenteeism and must make every attempt to collect information from the online resources made available by instructors, or the instructor themselves prior to the commencement of the next class.
- Instructors must issue academic warnings when a student is at risk of failing the course.

This includes:

- i. When a student has missed two (2) classes or one (1) in a unit course and their attendance is of concern
- ii. When a student's average at the mid-point falls below the course pass mark of 60%

For more information, refer to the **Student Enrolment Policy** document.

- A student who misses three (3) classes in a term course or one and a half (1.5) in a unit course without a valid excuse or extenuating circumstances which are communicated to their Instructor may be removed from the course on the recommendation of the Instructor and final approval of the Dean.
- Students who have not commenced attending classes during the first ten (10) days of the term are generally assumed to have Withdrawn from the College. For more information refer to the **Student Enrolment Policy**.

4.1 Removing a Student from a Course

- i. The Instructor notifies the Dean or Associate Dean (as appropriate) that the student is to be removed from the course, and copies the Studio Coordinator (SC) and Registrar.
- ii. If the Withdrawal (WI) date has not passed, the student is removed, and a WI is entered on their transcript.
- iii. If the WI date has passed, the Instructor calculates the cumulative overall average for the course that includes all completed and uncompleted assignments and submits the mark to the Registrar. The Registrar enters this mark on the transcript.
- iv. The Dean/Associate Dean notifies the student of their removal from the course via email and copies the Instructor, SC, and Registrar.
- v. The Withdrawal (WI) date is always available in the Academic Calendar.

4.2 Accommodations and Attendance/Participation

For students who have received official accommodations, the same standard policies apply. The Learning Strategist will be kept informed of any attendance issues and take the appropriate actions, which may include but are not limited to:

- Initiating or continuing discussions with the student and/or instructor
- Drafting an Academic Warning with the instructor, to be sent by the instructor.

Students may be required to present suitable documentation for absenteeism which is given to the Registrar to be held in the student file.

Students can verify their attendance by asking their academic advisor.

4.3 Practicum

In the case of a practicum, students are subject to the attendance policies of the practicum placement.

When an external funding agency's attendance policy is stricter than the College's policy, the policy of the external agency prevails.

5.0 APPEALS

Students have the right to appeal any decisions made relating to attendance and participation. For more information, refer to the **Student Academic Code of Conduct Policy**.

6.0 RECORDS

All documents are to be retained as per the **Student Records Policy**. For more information, refer to the **Student Records Policy**.

7.0 RELATED POLICIES

- Academic Code of Conduct Policy
- Student Code of Conduct Policy
- Accommodations Policy

8.0 POLICY CUSTODIAN

Jared Peters, Academic Dean, jared.peters@gnb.ca