



STUDENT ATTENDANCE AND PARTICIPATION POLICY

NEW BRUNSWICK COLLEGE OF CRAFT AND DESIGN

1.0 PURPOSE

The purpose of this policy is to ensure that attendance and participation expectations are clearly set and communicated to support professional practice and student success at New Brunswick College of Craft and Design (NBCCD) ("the College").

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

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.

4.0 WORKFLOW

The **Student Attendance and Participation Policy** is referred to in the Student Handbook, which is provided to all students, and will be reviewed at the beginning of the year with each instructor.

- 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. After three unexcused absences, students will be removed from the course, resulting in automatic failure. Attendance at NBCCD is mandatory because of the nature of our programs and the hands-on learning component.
- 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 will establish clear guidelines regarding excused absences, and these will be communicated at the beginning of the term. Students must communicate to their instructor any absence and no absence is considered excused until confirmed by the instructor. If absences become a pattern, even when excused, this may result in an attendance warning being issued and potentially in removal from the course.

5.0 ATTENDANCE WARNINGS

Instructors will issue attendance warnings in the following way:

- An attendance warning will be issued via email to the student after the second unexcused absence. The instructor will copy the student's advisor, Associate Dean/Dean and the Registrar's office.
- A notice of removal from class will be issued to the student via email after the third unexcused absence. This removal will result in automatic failure in the course.

5.1. 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 Head (SH) and Registrar.
- ii. If a student is removed from a course before the WI date, a WI appears on their transcript and they will need to take the course again in order to complete their requirements. If a student is removed after the WI date, a notation of WF appears on their transcript, indicating withdrawal with failure.
- iii. The Registrar's office notifies the student of their removal from the course via email and copies the SH and the Learning Strategist as applicable.

iv. Students who wish to withdraw from a course may do so before the deadline. The Withdrawal (WI) date is always available in the Academic Calendar.

5.2. 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.

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

Students can verify their attendance records by contacting their SH or the Registrar's Office.

5.3. 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.

6.0 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.

7.0 RECORDS

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

8.0 RELATED POLICIES

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

9.0 POLICY CUSTODIAN

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