



STUDENT ATTENDANCE AND PARTICIPATION POLICY

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").

The College's programs are primarily studio-based and set in small class sizes, where learning takes place through hands-on practice, demonstrations, critique, group discussions, experimentation, and interaction with instructors and classmates/peers. Due to this specialized nature and the College's unique pedagogical approach, each student is an important member of the learning community and absences can affect not just their own learning, but the learning environment in the classroom.

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.

The College recognizes that attendance and participation requirements may differ between programs based on pedagogical approach, course delivery model, class size, and other academic requirements. Where a program has College-approved attendance

and participation requirements that differ from this policy, those approved specific requirements will apply. Program-specific requirements will be communicated to students through course outlines.

3.0 DEFINITIONS

Absence means a failure to attend a scheduled class, regardless of the reason.

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.

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.

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

4.0 IMPLEMENTATION

- Students are expected to attend and participate in every class, studio, work practicum, and other course activity. Any required attendance or participation outside regularly scheduled class time, such as participation in a craft sale or exhibition, will be included in the course outline.
- After four absences from a course, a student will be removed from the course and receive a failing grade.
- The four-absence threshold/limit applies to all absences.

- Students are expected to be on time and remain in class for the duration of the scheduled class. A student 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 before a class is scheduled to end, 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, connecting with classmates or the instructor themselves prior to the commencement of the next class. If critique or feedback was given during the missed class, it is at the instructor's discretion to provide feedback or to wait until the following class. Because learning in studio-based programs is often sequential and experiential, course materials provided online for in person classes may not fully replace learning missed through absence.

4.1 Attendance Warnings

Attendance warnings are intended to ensure that the student is aware of their attendance status and the potential consequences of further absences.

An attendance warning will be issued via email to the student after the third absence. The instructor will copy the student's advisor, Academic/Associate Dean, and the Registrar's Office.

4.2. Removing a Student from a Course

- i. The Instructor notifies the program Dean (as appropriate) that the student is to be removed from the course and copies the Studio Head (SH) and Registrar's Office.
- ii. A notice of removal from the course will be issued by the Registrar's Office to the student via email after the fourth absence. This removal will result in automatic failure in the course.
- iii. An "F" is entered on the student's transcript.

iv. In the case where a student is facing extenuating circumstances, the instructor will discuss the matter with the student's advisor and may submit a request to the program Dean, on behalf of the student, to permit the student to remain in the course after the four absences.

5.0 ACCOMODATIONS AND ATTENDANCE/PARTICIPATION

Where a student's disability affects their ability to attend or participate in scheduled learning activities, the College will consider reasonable accommodation on an individualized, case-by-case basis. This may include flexibility with attendance requirements where doing so does not compromise the essential learning outcomes or fundamental requirements of the course or program.

In determining whether, and to what extent, an attendance-related accommodation can be provided, the College may consider factors including the nature and frequency of the absences; the essential learning outcomes of the course; the amount and type of instruction, studio practice, demonstration, critique, collaborative work, or experiential learning missed. Where disability-related absences become significant enough that a student may no longer be able to meet the essential learning outcomes of a course, the College will work with the student to review the circumstances, determine whether further reasonable accommodation is available, and discuss appropriate academic options.

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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