

Policy Title:	Class Absence
Policy ID:	2-205
Manual Classification:	Academic Affairs
Approved by Board of Governors (BoG):	June 25, 2025
Effective Date:	July 1, 2025
Next Policy Review Date:	July 1, 2028
Contacts for Policy Interpretation:	Executive Vice President, Academic

1.0 - Policy Overview

Fleming College upholds that regular class attendance demonstrates professionalism and is essential to student success. Students are responsible for satisfying the learning outcomes as defined in each of their course outlines and are expected to attend all class sessions (lectures, seminars, labs, field trips, and other course activities etc.) on a consistent basis.

2.0 - Purpose

Fleming College supports the regular attendance of students in order to achieve success in their field of study. The College also recognizes there will be times when an absence may occur for a variety of reasons. The policy and associated Procedure seek to provide guidance for managing absences, and supporting student learning.

3.0 - Definitions and Acronyms

Absence: A student not attending a scheduled session in their program of study. This can include a lecture, lab, practical assessment, etc. It also includes both in person and online, synchronous and asynchronous content where a student is required to attend.

4.0 - Scope

This policy applies to all students attending Fleming College, and faculty members who manage classrooms and other learning spaces.

Employee attendance and absence is outside the scope of this policy.

5.0 – General Principles

The College recognises three broad categories of absences, to be further defined in OP 2-205. They are: Sanctioned Absences, Planned Absences, Unexpected Absences. Student and Faculty responsibilities remain consistent in all cases.

5.1 – Student Responsibilities

In all cases, as much as is possible, students are responsible for communicating with their faculty members in advance of an absence where attendance is required or an assessment is taking place. These expectations are further outlined in detail in OP 2-205.

Students are also responsible for completing make up materials as assigned.

In the event that a reasonable resolution is not reached between students and faculty, the student may request a review by the Academic Chair of their School.

5.2 – College Responsibilities

Faculty are responsible to work with a student where possible to make up missed assessments, recognizing that this is not always possible. Following OP 2-205, a faculty member may request supporting documentation related to an absence.

Faculty are not to receive directly any medical documentation, or any other documentation deemed confidential by the student.

5.3 – Documentation

When requested document is of a personal or confidential nature, it is to be provided to Accessible Education Services who will communicate to faculty and the Schools as appropriate.

In the case of medical documentation, a medical practitioner does not need to include a diagnosis or any other private medical documentation, only to confirm a requirement of absence.

6.0 - Related Documents

- OP 2-205 Class Absence

History of Amendments/Reviews

Superseding OP 2-205 Class Absence, which has been rewritten to accompany this policy. (originally ELT approved procedure July 7, 2016)

Date Approved	Approved By	List of Approved Amendments / Review
TBA		NEW - Superseding OP 2-205 Class Absence, which has been rewritten to accompany this policy.