

Fleming College - Class Absence Operating Procedure	
Operating Procedure ID:	#2-205 OP
Approved by:	Executive Leadership Team
Effective Date:	September 1 st , 2016
Next Procedure Review Date:	2021
Administrative Contact for Procedure Interpretation:	Office of the Vice-President Academic
Link to a College Policy	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Procedure Statement

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.

Fleming College also recognizes there will be times when an absence may occur. The College distinguishes three types of absences:

- 1) Sanctioned Absences
- 2) Planned Absences
- 3) Unexpected Absences

Professors have the right to clarify the specifics of their classroom attendance procedures, provided that specifications are consistent with Fleming College’s Class Absence Operating Procedure.

Definitions

1) Sanctioned Absences: Attendance at pre-scheduled events sanctioned by Fleming College will be recognized as sanctioned absences. Sanctioned absences require advanced notification as described in the procedures below. Examples of sanctioned absences may include:

- Class related field trips / events
- Academic conferences
- Varsity athletic commitments
- Student administrative council meetings / conferences

2) Planned Absences: Attendance at pre-planned/pre-scheduled events and appointments of a personal nature will be recognized as planned absences. Planned absences are for exceptional circumstances and require advanced request for approval as described in section 2.0. Examples of planned absences may include:

- Health care appointments which cannot be scheduled outside of academic hours
- Attendance at a funeral or memorial service
- Appointments for dependents (that the student is required to attend) which cannot be scheduled outside of academic hours
- Active participation in a major personal event (i.e. wedding)

3) Unexpected Absences: Unexpected and/or significant events that result in missed class(es). Examples of unexpected absences may include:

- Illness or injury
- Unexpected incidents involving a dependent
- Death in the immediate family
- Unexpected absence related to a new or pre-existing disability

Procedures

1.0) Sanctioned Absences

1.1) The student will notify the professor of the event and anticipated missed class(s) in writing as soon as the event is confirmed, ideally 5 College business days prior to the required absence. The professor will provide response, in writing.

1.2) When travel for the event(s) is required, the student is expected to attend classes up to the latest possible date and time prior to departure.

1.3) For sanctioned absences, the professor will provide reasonable opportunity for the student to make up missed work.

- Students are ultimately responsible for meeting with the professor and completing assigned materials
- The professor will determine if assignments, quizzes and exams need to be completed prior to, or after, the missed class(es)
- For unique in-class learning experiences the professor may design substitute assignments if feasible
- Should no alternate opportunity exist for a particular assignment, quiz or exam, the professor may re-weight course deliverables at their discretion providing that the learning outcomes of the course will be met

1.4) Should a sanctioned absence be unreasonably denied the student may request a meeting with the Academic Chair or Associate Dean for their respective School. The Academic Chair or Associate Dean will review the absence request and render a decision which is final and binding.

2.0) Planned Absences

2.1) Students are expected to schedule personal events and appointments outside of academic hours.

2.2) Requests for planned absences are for exceptional circumstances only when scheduling outside of academic hours is not feasible.

2.3) The student will request the planned absence in writing, to the professor, as soon as the event/appointment is confirmed, ideally 5 College business days prior to the required absence. The professor will provide response, in writing.

2.4) When travel for the event/appointment is required, the student is expected to attend classes up to the latest possible date and time prior to departure.

2.5) Planned absences will be approved at the professor's discretion.

2.6) If the planned absence is approved, the professor will provide reasonable opportunity for the student to make up missed work.

- Students are ultimately responsible for meeting with the professor and completing assigned materials
- For unique in-class learning experiences the professor may design substitute assignments if feasible
- Should no alternate opportunity exist for a particular assignment, quiz or exam, the professor may re-weight course deliverables (at their discretion) providing that the learning outcomes of the course will be met

2.7) Should a planned absence be unreasonably denied the student may request a meeting with the Academic Chair or Associate Dean for their respective School. The Academic Chair or Associate Dean will review the absence request and render a decision which is final and binding.

3.0) Unexpected Absences

3.1) When a student experiences an unforeseen/sudden event or medical condition that results in an unexpected absence, the student should contact the affected professor(s) at their next best opportunity.

3.2) The professor may request supporting documentation from the student to verify the dates of the student's absence. See section 4.0 for supporting documentation procedure.

- Should the professor of the course be unavailable (i.e. no longer teaching at the College) the student would meet with the Academic Chair for their applicable School

3.3) Should the unexpected absence be approved by the professor, the professor will provide reasonable opportunity for the student to make up missed work.

- Students are ultimately responsible for meeting with the professor and completing assigned materials
- For unique in-class learning experiences the professor may design substitute assignments if feasible
- Should no alternate opportunity exist for a particular assignment, quiz or exam, the professor may re-weight course deliverables (at their discretion) providing that the learning outcomes of the course will be met

3.4) Should an unexpected absence be unreasonably denied the student may request a meeting with the Academic Chair or Associate Dean for their respective School. The Academic Chair or Associate Dean will review the absence request and render a decision which is final and binding.

3.5) Counselling Services is available to support any student experiencing difficulties with their transition back to school after an unexpected absence. Efforts to support a student's return to the learning environment will/may involve the need to consult/plan with other college personnel (e.g. professor(s), Deans and/or Academic Chairs, Financial Aid and the Registrar's Office etc.) The student may be required to provide documentation from a qualified professional confirming their readiness to return to the academic environment and any functional limitations, if any, the student may experience moving forward.

3.6) Professors are under no obligation to provide alternative opportunity to students who are absent due to suspension, expulsion, or a no trespass order.

3.7) If the unexpected absence is due to the occurrence of a new or pre-existing disability related condition (e.g. significant medical condition, serious deterioration of mental health, and the condition prevents the student from meeting the regular academic demands of their program/course), the student may be eligible for a retroactive disability related accommodation.

If a student requests a retroactive disability related accommodation(s), they will be asked to meet with a counsellor to review the request and provide supporting documentation. The decision to grant a student's request for the accommodation will be determined on a case-by-case basis through consultation with Counselling, involved professor(s) and other academic staff and/or areas of the College as required. See section 4.0 for supporting documentation procedure.

4.0) Supporting Documentation

4.1) Should supporting documentation to verify the absence (i.e. doctor's note, obituary etc.) be requested by the professor please follow one of the processes listed below:

4.1.1) If the student deems the supporting documentation **non-confidential**:

- The student will provide the documentation to the School Office for review
- The School Office will forward verification of documented dates of the student's absence confidentially to all of the student's professors on behalf of the student
- The student will be copied on the correspondence
- The School Office will not retain or duplicate supporting documentation; supporting documentation will be kept only by the student

4.1.2) If the student deems the supporting documentation **confidential**:

- The student may provide documentation to Counselling Services for review
- Counselling Services will forward verification of documented dates of the student's absence confidentially to all of the student's professors on behalf of the student. The student will be copied on the correspondence

4.1.3) If the student is requesting accommodation due to an unexpected absence resulting from a disability:

- They will be asked to provide supporting documentation to Counselling Services for review. The documentation needs to be from a qualified professional confirming the period of time, any functional limitations experienced due to their condition and the student's readiness to return to the rigor of the academic environment
- The decision to grant a student's request for a retroactive disability related accommodation will be determined on a case-by-case basis through consultation with Counselling, involved professor(s) and other academic staff and/or areas of the College as required

4.2) Supporting documentation from a medical practitioner **does not need to include the student's diagnosis or any private medical information** (i.e.: disability, medical condition etc.) and students are under no obligation to reveal private medical information.

Glossary of Terms

Dependent(s): A "dependant" is defined as a spouse, civil partner, child, or parent of the student.

Professor: For the purpose of this operating procedure, professor is defined as the person teaching and assessing the class during the time period for which the student absence was requested and/or occurred. Absences are approved, and supporting documentation is requested, at the discretion of the professor.

Related Documents

- College Policy #7-701 - Access and Accommodation for Students with Disabilities
- Administrative Operating Procedure #7-701 OP, Access and Accommodation for Students With Disabilities
- Fleming College Guidelines for Professional Practice (Student and Professor)
- Freedom of Information and Protection of Privacy Act

Appendices

Faculty Absence Procedure Decision Tree

Summary of Amendments/Reviews:

Section(s)	Date	Comments
New Procedure	2016	• ELT approval of operating procedure (July 7, 2016)
Revised Procedure	2016	• ELT approval of revised operating procedure (December 20, 2016)
Revised Procedure	2017	• ELT approval of revised operating procedure (August 22, 2017)