

## ADMINISTRATIVE OPERATING PROCEDURE

	<b>Class Absence</b>
<b>Operating Procedure ID:</b>	#2-205 OP
<b>Approved by:</b>	Executive Leadership Team - December 20, 2016
<b>Effective Date:</b>	January 2, 2017
<b>Next Procedure Review Date:</b>	Septmeber 2021
<b>Administrative Contact for Procedure Interpretation:</b>	Office of the Vice-President Academic
<b>Link to a College Policy</b>	<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:

- Serious illness or injury
- Unexpected incidents involving a dependent
- Death in the immediate family
- Sudden or unexpected occurrence of condition (see below)

A **retroactive accommodation** is a type of academic accommodation used to provide students who experience a **sudden or unexpected challenges** (including: medical, mental health, or disability-related conditions) an alternate opportunity to demonstrate a learning outcome or assessment.

Students who have been absent from class may be eligible for a retroactive accommodation when:

- Student experiences a sudden or unexpected onset of a medical, mental health, or disability-related condition
- The onset of this condition prevents the student from meeting regular academic demands resulting in an **unexpected absence** from school
- During the unexpected absence, the student missed a scheduled evaluation such as a test or assignment

The decision to grant a student's request for a retroactive accommodation will be determined on a case-by-case basis through consultation with Counselling and the professor.

## 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) If the student is requesting **retroactive accommodation(s)**, the student will provide documentation to Counselling Services for review. The decision to grant a student's request for a retroactive accommodation will be determined on a case-by-case basis through consultation with Counselling and the professor. See section [4.0](#) for supporting documentation procedure.

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. If an unexpected absence is unreasonably denied and occurred as a result of a disability, students may contact Counselling Services.

3.5) Counselling Services is available to support any student experiencing difficulties with their transition back to school after an unexpected absence.

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.

#### 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 **retroactive accommodation**:

- The student will provide documentation to Counselling Services for review
- The decision to grant a student's request for a retroactive accommodation will be determined on a case-by-case basis through consultation with Counselling Services and the professor

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:**

<b>Section(s)</b>	<b>Date</b>	<b>Comments</b>
New Procedure	2016	<ul style="list-style-type: none"><li>• ELT approval of operating procedure (July 7, 2016)</li></ul>
Revised Procedure	2016	<ul style="list-style-type: none"><li>• ELT approval of revised operating procedure (December 20, 2016)</li></ul>

**FACULTY CLASS ABSENCE DECISION TREE**

