

**ATTENDANCE REQUIREMENTS**

Section:	Academic/Student (AC)
Subject:	Student Performance and Behaviour
Legislation:	
Effective:	September 15, 1987
Revision:	April 24, 2002; August 1, 2003 (reformatted); May 5, 2009; September 1, 2016 (reformatted)

**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to expect student attendance in all scheduled activities of every course.

**PROCEDURE****PROCEDURE**

1. Each school/department shall set its own attendance and punctuality requirements, as well as the consequences for not complying with those requirements, for students enrolled in courses and/or programs within that school/department. These requirements and consequences may vary from program to program within a school/department, and from course to course within a program. A school/department may also establish additional attendance requirements for particular programs in order to comply with external program accreditation and/or sponsorship requirements.
2. Where instruction in a course is provided by a program or a school/department other than the student's program, the attendance and punctuality requirements for that course will be determined by the program or school/department offering the course, in consultation with the student's program.
3. Attendance and punctuality requirements for a course shall be communicated to students through the course outline.

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4. Attendance and punctuality requirements for a program, including applicable accreditation and/or sponsorship attendance requirements, shall be communicated to students through school/department and/or program policies and guidelines.
5. It is the student's responsibility to comply with established attendance and punctuality requirements.
6. Instructors shall record student attendance in sufficient detail so as to satisfy course and/or program attendance and punctuality requirements.
7. Instructors shall notify their academic chairs/coordinators when a student breaches course attendance and/or punctuality requirements.
8. Consequences for breaching attendance and/or punctuality requirements will be applied as set out in course outlines and in school/department and/or program guidelines.
9. Absence from gradeable course assessments:
  - a) The instructor, acting in accordance with school/department and/or program guidelines, shall determine if a student's absence from an assessment is excused or unexcused. Valid reasons for an absence may include illness, court appearances, bereavement or significant extenuating personal circumstances.
  - b) SAIT recognizes that a student may not be able to attend classes and/or complete assessments on days of religious observance. Students must follow the process and meet the timelines set out in Schedule A, Process to Accommodate Religious Observances, an Associated Document to this procedure, if they wish to be considered for a religious accommodation. Failure to do so will result in the student's absence being considered an unexcused absence.
  - c) A student may be required to submit documents or other evidence that corroborate the reason for the student's absence.
  - d) If a student's absence is excused, it is the student's responsibility to work with the instructor to find an effective and reasonable way to complete the work or assessment missed due to that absence. SAIT will use reasonable efforts working with the student to enable the student to complete the work or assessment. However, in some situations, depending on the nature and/or amount of the work or assessment that has been missed, completion of the missed work or assessment may not be possible and this may affect the student's final grade in that course.
10. A student who disagrees with an instructor's decision pursuant to paragraph 9 of this procedure shall:

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- a) Meet with the instructor to informally resolve the situation, within five business days of the disagreement arising. Where an in-person meeting is not practical, the student's academic chair/coordinator will establish an alternate communication method.
- b) If the situation cannot be informally resolved, the student shall meet with the academic chair/coordinator, within five business days of meeting with the instructor.
- c) If the situation cannot be resolved, the student may formally raise the issue within five business days of that meeting by way of a letter to the dean or designate.
- d) The dean or designate shall meet with the student within seven business days of receipt of the student's letter and shall advise the student in writing of the decision within five business days of that meeting. The student is entitled to be accompanied to the meeting by another individual, such as the SAITSA vice president, academic, but only the student shall speak on the student's behalf.
- e) The decision of the dean or designate is final and binding.

## **ASSOCIATED DOCUMENTS**

Schedule A    Process to Accommodate Religious Observances

## **POLICY/PROCEDURE REFERENCE**

AC.3.8            Attendance Requirements policy  
AC.3.8.2        Attendance Requirements – Apprentices procedure

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