

**ATTENDANCE REQUIREMENTS – APPRENTICES**

Section:	Academic/Student (AC)
Subject:	Student Performance and Behaviour
Legislation:	
Effective:	May 5, 2009
Revision:	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

### DEFINITIONS

<b>Absenteeism</b>	Includes absence from class, lateness for class and/or early departure from class.
<b>Apprenticeship liaison officer</b>	An official with the Apprenticeship and Industry Training Division of the Government of Alberta (“AIT”).

### GOVERNING PRINCIPLES

1. There is a direct correlation between attendance and course performance. When apprentices are not in class, they will not learn the material, their instructors cannot evaluate their lab/shop work, and their course marks will reflect that fact.
2. Apprentices are required to punctually attend all labs, shop activities and classes.
3. Apprentices must contact their school if they are unable to attend a class.

*The official controlled version of this document is held in the Board of Governors Office.*

## PROCEDURE

1. The school shall issue a class list and marks collection sheet to the instructor for each intake of apprentice students. The instructor shall record the hours of absence on the marks collection sheet. A portion of an hour missed from class time will be recorded as one hour of absent time.
2. Absences:
  - a) If an apprentice is late, absent or departs early from class, the instructor shall meet with the apprentice to determine the reason(s) for that absenteeism, and shall warn the apprentice of the consequences of future absenteeism. The results of that meeting shall be recorded in the manner that the school determines appropriate.
  - b) If an apprentice continues to be late, to be absent or to depart early from class, the academic chair or designate shall meet with the apprentice to determine the reason(s) for that absenteeism. The results of that meeting shall be recorded in the manner that the school determines appropriate.
  - c) If an apprentice has been absent for a total of 18 hours in the case of unexcused absences, or 30 hours in the case of excused absences, the apprentice may be removed from the program, as discussed in paragraph 3 of this procedure. Valid reasons for an absence may include illness, court appearances, bereavement or significant extenuating personal circumstances.
  - d) SAIT recognizes that an apprentice may not be able to attend classes and/or complete assessments on days of religious observance. Apprentices 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 apprentice's absence being considered an unexcused absence.
  - e) An apprentice may be required to submit documents or other evidence that corroborate the reason for the apprentice's absence.
  - f) An apprentice who disagrees with an instructor's decision as to whether an absence is excused or unexcused shall:
    - i) 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 apprentice's academic chair will establish an alternate communication method.

***The official controlled version of this document is held in the Board of Governors Office.***

- ii) If the situation cannot be informally resolved, the apprentice shall meet with the academic chair, within five business days of meeting with the instructor.
  - iii) If the situation cannot be resolved, the apprentice may formally raise the issue within five business days of that meeting by way of a letter to the dean or designate.
  - iv) The dean or designate shall meet with the apprentice within seven business days of receipt of the apprentice's letter and shall advise the apprentice in writing of the decision within five business days of that meeting. The apprentice is entitled to be accompanied to the meeting by another individual, such as the SAITSA vice president, academic, but only the apprentice shall speak on the apprentice's behalf.
  - v) The decision of the dean or designate is final and binding.
3. Reporting to Apprenticeship and Industry Training (AIT)
- a) The school shall prepare a Special Report for every six hours that an apprentice is absent, no matter whether it is an excused or unexcused absence.
  - b) If an apprentice has been absent for a total of 12 hours, the apprenticeship liaison officer may meet with the apprentice.
  - c) If an apprentice has been absent for a total of 18 hours, the school shall submit a Special Report to AIT. The apprenticeship liaison officer may meet with the apprentice. Where the absence is unexcused, the apprentice may be removed from the program.
  - d) Upon completion of the program or intake, the school shall submit the attendance records to AIT.

## ASSOCIATED DOCUMENTS

Schedule A Process to Accommodate Religious Observances

## POLICY/PROCEDURE REFERENCE

AC.3.8 Attendance Requirements policy  
AC.3.8.1 Attendance Requirements procedure

*The official controlled version of this document is held in the Board of Governors Office.*