



## **Academic Upgrading Student Attendance and Retention Policy**

Regular attendance is linked closely with student success in courses. This attendance and retention policy aims to help students succeed by providing them with avenues to meet with AU staff to address issues affecting attendance and course success.

Attendance is taken during each class. Students will be recorded as present, late, absent-excused, or absent-unexcused. Instructors/academic upgrading staff will monitor attendance and marks regularly. AU staff are here to listen and to provide advice regarding your circumstances, whether that include academic advising or referral to other SAIT services. You may also contact us at any time at [upgrading@sait.ca](mailto:upgrading@sait.ca) or at 403-210-5756 if you have any concerns about your attendance or other matters affecting your performance in class. You can book a meeting with us in MC217 or call to make an appointment at 403-210-5789, or alternatively, we can meet you in a virtual setting using a platform such as Microsoft Teams, Zoom, Blackboard collaborate or similar.

This policy is in accordance with the SAIT Attendance Requirements Policy AC 3.8 and Procedure AC 3.8.1.

### **Unexcused Absences**

Students who do not attend (in person or online) the first three days of their classes without prior notification and approval from the AU office and their instructors can be dropped from their classes.

The AU office has the authority to withdraw students who accumulate 12 hours of unexcused absences from any course (6 two-hour classes for fall/winter; 4 three-hour classes in spring/summer). Students who are withdrawn will be sent notification to their SAIT email accounts.

### **Total Absences (Excused and Unexcused Combined)**

The AU office has the authority to withdraw students who accumulate 18 hours of any combination of excused and unexcused absences from any course (9 two-hour classes for fall/winter; 6 three-hour classes in spring/summer). Students who are withdrawn will be sent notification to their SAIT email accounts.

## **Important Notes**

### **“Excused” Absences**

An absence will be considered “excused” at the discretion of the instructor. Each instructor will discuss with students on the first day of class what is considered an “excused” absence and what documentation is required.

### **Missed/Late Assignments, Quizzes, Labs, Exams, and Other Assessments**

Instructors will discuss their policies on missed/late assignments, quizzes, exams, and excused and unexcused absences on the first day of class.

### **Withdrawals**

See the SAIT Academic Calendar for details on withdrawals. To withdraw from a course, consult the AU office. Except in extenuating circumstances approved by the Registrar’s office, withdrawals cannot be processed after the withdrawal deadline.

If a student has enough absences to result in withdrawal from the course, the AU staff will process the withdrawal. However, if some of the absences occur close to the withdrawal deadline, there may be insufficient time to process a withdrawal, resulting in a failing percentage (<50%) on the student’s transcript. If absences occur after the withdrawal deadline, except in extenuating cases approved by the Registrar, withdrawals are no longer possible and the student will receive a failing percentage.

### **FLP/SIP Funded Students**

Students unsure of the AEI attendance policy can contact the Foundational Learning Program/Skills Investment Program (FLP/SIP) office in MC 221 or at 403-284-7054 or via email [Funding@sait.ca](mailto:Funding@sait.ca).

SFLP/SIP funded students will have their attendance, and marks as requested, reported to the funding office regularly by the AU office staff.

### **Athletes**

The AU office will report athlete attendance, and marks if needed, to Athletics on request and also if an athlete has missed the number of classes specified in this document. Withdrawal from a course can remove a student from athletic eligibility.

### **Appeals**

Students who want to appeal an instructor assigning an unexcused absence versus an excused absence or other attendance-related matters must speak to their instructor first to attempt to resolve the matter. If this is not possible, the student can contact the AU office and request an appeal appointment with the chair. The decision of the chair is final and binding.