

ATTENDANCE POLICY

1. Policy

At Hanson Private Career College (hereinafter ‘Hanson’), students are responsible for attending all classes, labs, and tutorials. Students are also expected to adhere to the Attendance Policy for work placements that are part of their program of study and as described in the course outline. Students who are absent from any classes, placements, labs, or tutorials are responsible for any material missed within the published deadlines. Hanson is not responsible for ensuring that any missed material is provided to students.

Full attendance is expected in all courses. Missed assignments, tests, or other evaluative tools could result in the forfeiture of grades. Students should notify their course instructor, in advance, if they are going to be absent for any reason and discuss the possibility of alternate arrangements for the completion and grading of any missed evaluations. It is at the discretion of the course instructor to make alternate arrangements for the make-up of missed work, therefore the onus is on the student to make alternate arrangements in advance with the course instructor.

2. International Students: Study Permit Regulations

It should be noted that full-time student status is required of international students studying in Canada. Poor attendance may be considered a violation of the conditions of a student’s study permit and may be at risk of being reported to Immigration, Refugees, and Citizenship Canada (IRCC) for violation of their study permit.

3. Tracking Student Attendance

- 3.1. Faculty members will take attendance in each class starting on the first day of classes, which will be entered into the college’s student management system.
- 3.2. Attendance will be continuously tracked by the Academic Department.
- 3.3. The student management system will be used to record all communication with students.
- 3.4. The Academic Department will create a list of students with poor attendance (80% or below) for each campus as per the timeline below.

- 3.5. **Week 4 / 5**
 - 3.5.1. The first attendance check will be conducted during weeks 4-5.
 - 3.5.2. Students with poor attendance will receive a phone call and/or an e-mail.

- 3.6. **After Midterms**
 - 3.6.1. Another attendance check will be conducted after midterm evaluations.
 - 3.6.2. Students who have missed any evaluations must refer to the [Missed Evaluation Form](#).

3.6.3. Students that continue to demonstrate poor attendance will receive another phone call and/or e-mail from a college designate.

3.7. 2-3 Weeks before Final Evaluations

3.7.1. A third student attendance list may be created 2-3 weeks before final evaluations.

3.7.2. Students that continue to demonstrate poor attendance may receive another phone call and/or e-mail. These students may also be required to meet with the Vice President or Academic Manager at their respective campus.

3.8. Learning Contracts

3.8.1. Students who continuously demonstrate poor attendance will discuss the possibility of signing a Learning Contract with the Academic Manager or Academic Director to explain their absence and consult their next course of action. The Learning Contract will outline the conditions for a student to continue in the program.

3.9. Reporting to IRCC: Students that have been consecutively absent since the beginning of the program shall no longer be deemed as full-time students and will be reported to Immigration, Refugees, and Citizenship Canada (IRCC) for violation of their study permit.

3.9.1. A college designate will prepare a list of all students to be reported to IRCC and will submit that list to the Vice President or designate for further action.

3.9.2. The list will be accompanied by a copy of all communication efforts between Hanson and the student, as well as the attendance records indicating continuous absence.

3.9.3. Students that have been absent for prolonged periods with seldom attendance may also risk their full-time student status and risk being reported to IRCC. These will be handled on a case-by-case basis by the Office of the Vice President.

4. Absence for Compassionate Reasons

4.1. A student can apply for an absence for compassionate reasons, for no more than two (2) weeks, by filling out a Missed Evaluation Form and submitting it to the Vice President or designate.

4.2. The student must make arrangements to make-up missed evaluations in advance of leaving.

4.3. This request will be kept on record in the student's file for the duration of their studies.

4.4. There is no guarantee that the request will be granted. For example, if there is insufficient evidence behind the reasoning of the absence; if the student has low grades in any or all courses and the absence would put them at risk of failure; or if the absence conflicts with a mandatory evaluation that cannot be rescheduled, then the request for extended absence may be denied.

4.5. Extended absences should not exceed two (2) weeks in the interest of the student's academic success.

5. An extended absence due to illness

- 5.1.** A registered student who is absent for two (2) weeks or more due to illness must submit a doctor's note to the Vice President or designate at their respective campus to qualify for make-up evaluations.
- 5.2.** The request for absence will be reviewed at the discretion of the Vice President or designate.
- 5.3.** Submitting fraudulent documents will have serious consequences. Any doctor's notes that are found to be fraudulent or forged will result in disciplinary action, such as expulsion (dismissal) or suspension from the college.
- 5.4.** A record of the receipt of this note will be kept on record in the student's file for the duration of the student's studies.

6. Missed evaluations during the absence

- 6.1.** It is the expectation that students will make every effort to attend classes when evaluations are being conducted or are due for submission.
- 6.2.** Students who are absent from classes coinciding with evaluation dates may be penalized for submitting evaluations after the due dates and can be denied the opportunity to make-up for missed evaluations at the discretion of the faculty member.
- 6.3.** Students who miss an evaluation must complete and submit the Missed Evaluation Form to the Vice President and explicitly state, in detail, the reason for their absence.
- 6.4.** Exemptions from such penalties will be granted if medical documentation can be provided.
- 6.5.** All other documented reasons for absence will be considered on a case-by-case basis.
- 6.6.** Should the absence be foreseeable, it is the expectation that the student will make prior arrangements to reschedule the evaluation or complete an alternate evaluation.