

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 student or advisor 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 Director 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.