

F1008 – STUDENT ATTENDANCE AND PARTICIPATION

PROCEDURES

Purpose

- These procedures are intended to provide guidance to students and instructors on matters pertaining to, and best practice regarding, Policy F1008 – Student Attendance and Participation.

Responsibilities of the Student

Unavoidable Absences

- Communication between the student and instructor is essential for managing disruptions to learning due to absence. It is the responsibility of the student to make reasonable efforts to inform the instructor as soon as possible of any unavoidable absences.
- Circumstances, such as illness or emergency, may prevent a student from participating in course activities.
- By their nature, some course activities, *e.g.*, practica, field trips and group work, cannot be replicated to accommodate student absences. Regardless of the reason for the unavoidable absence, students should not expect to be given an opportunity to complete such missed work.
- In the case of an unavoidable absence, the instructor and student may develop a plan that allows the student to meet the course's learning outcomes. Such a plan must meet any College-, department- or course-level policies regarding attendance and participation.
- Before developing a plan to accommodate a student's unavoidable absence, the instructor may request documentation supporting the absence. The provision of such documentation does not guarantee that an accommodation will occur.
- Students registered with Accessibility Services should direct instructors' requests for supporting documentation to Accessibility Services if the absence relates to the student's accessibility accommodations.
- If a student cannot complete the course requirements within the regular timeline of the current semester, the student should refer to Policy E2011 – Withdrawal from Courses and Deferred Standing.

Mandatory Learning Activities Outside of Regularly Scheduled Class Times

- Some courses include mandatory learning activities outside of the regular class times scheduled by Registrar and Enrolment Services. When possible, this information will be made available to students in the registration guide before the first day of registration for the semester in which the course is to be offered. Students are responsible for being aware of mandatory activities that occur outside of regularly scheduled class time.
- It may not be possible, prior to the beginning of the registration period, for instructors to provide the specific dates and times of mandatory learning activities taking place outside of regularly scheduled class times. In such cases, the specific dates and times will be announced once they become available

and with enough notice that students could reasonably be expected to adjust their extracurricular schedules.

- Students with unavoidable, extenuating circumstances that would prevent them from attending a mandatory activity that occurs outside of regularly scheduled class time should advise their instructor in writing as far as possible in advance of the learning activity.

Online and Mixed-Mode Sections

- Students are expected to meet the attendance and participation requirements of online sections and the online component of mixed-mode sections. Instructors of online and mixed-mode sections may assess student attendance and participation, and this assessment may form a component of the final course grade. This assessment will typically be determined by monitoring a student's interaction with a virtual environment, such as Brightspace or another learning management system. Students are responsible for being aware of the attendance and participation requirements of online sections and the online component of mixed-mode sections.

Responsibilities of the Instructor

- Requirements may be adopted at the course-, program-, and department-level to manage student attendance and participation. Such requirements must be consistent with and are subordinate to Policy F1008.

Including Attendance and/or Participation in the Determination of Final Course Grades

- When attendance and/or participation are included in students' final grades, instructors shall provide a detailed description in the course outline of this calculation. The use of rubrics is best practice.
- More information about the use of rubrics can be found by visiting [this link](#) or by contacting the Teaching and Curriculum Development Centre.

Setting Minimum Requirements for Attendance and/or Participation

- For some courses and programs, instructors may wish to establish minimum requirements for attendance and/or participation for successful completion of the course or program. Such requirements might be necessary to:
 - meet learning outcomes that are experiential in nature;
 - meet the standards of a discipline or career; and/or
 - ensure the safety of students and those with whom they interact.
- The following are examples of situations where minimum requirements for attendance and/or participation for course or program completion might be used. The examples are provided for illustrative purposes.

Example 1

Langara's Theatre Arts at Studio 58 programs deliver curriculum through experiential activities, including live studio performances. The program's learning outcomes could not be met without students' regular attendance and participation.

Example 2

Students in Faculty of Nursing programs are required to attend orientation sessions as part of clinical placements. Attendance at these orientations is mandatory, as they are essential to ensuring the safety of students and the patients with whom they interact.

Example 3

In many science courses, the first lab class of each semester covers information pertaining to safety practices, including the handling of hazardous chemicals and the correct operation of equipment. Departments offering such lab courses require students to attend the first week of lab classes for successful completion of the course.

Example 4

In many career programs, students are trained to enter careers with specific professional standards. Those programs may establish minimum requirements for attendance and participation to ensure that students demonstrate an ability to meet those professional standards.

Unavoidable Absences

- Instructors should be reasonable and fair when considering requests for accommodation resulting from unavoidable absence. Even when absence is unavoidable, students are responsible for meeting the course's learning outcomes. Instructors may develop plans to enable students to meet learning objectives, should unavoidable absences arise.
- If a student cannot complete the course requirements within the regular timeline of the current semester, the instructor should refer to Policy E2011 – Withdrawal from Courses and Deferred Standing.

Online and Mixed-Mode Sections

- Where assessment of student attendance and participation is a component of the final course grade in an online section or in the online component of a mixed-mode section, the method used for that assessment shall be clearly described in the course outline.
- More information about the use of rubrics for the assessment of student attendance and participation in online activities can be found by visiting [this link](#) or by contacting the Teaching and Curriculum Development Centre.

Mandatory Activities Outside of Regularly Scheduled Class Times

- It might be necessary in some courses for the instructor to arrange mandatory activities outside of the regular class times scheduled by Registrar and Enrolment Services. In such cases, the instructor will include this information in the Langara Registration Guide and in the generic course outline.
- All information regarding the learning activities, including dates, times and meeting locations, shall normally be published before the first day of registration for the semester in which the course is to be offered. However, instructors may not know all scheduling details of the learning activities before the first day of registration. In such cases, instructors shall inform students of the scheduling details to the extent that they are known before the first day of registration and should inform students of the remaining details once they are known and with enough advanced notice that students could be reasonably expected to adjust their extracurricular schedules.

- The following are examples of text that could be included in the course outline and course description.

Example 1: Field School

This course involves out-of-town travel to a field school. Students will stay overnight for up to seven days, including Saturday and Sunday. Specific dates and details of travel arrangements will be communicated as they become available. The field school is a mandatory component of the course. Students unable to attend the field school will not receive a passing grade in the course.

Example 2: Site Visit

This course involves one or more visits to sites away from Langara's campus. These site visits will take place outside of regularly scheduled class time and are a mandatory component of the course. Specific dates and times of the site visits will be communicated as they become available. Students with extenuating circumstances that would prevent them from attending the site visits should advise their instructor in writing.

Example 3: On-Campus Project

This course involves a mandatory on-campus project that will take place outside of regularly scheduled class time. Specific dates and times of the project will be communicated as they become available. Students with extenuating circumstances that would prevent them from attending project meetings should advise their instructor in writing.

Accommodations for Students Registered with Accessibility Services

- Under Policy E1005 – Services for Students with Disabilities, students registered with Accessibility Services may be provided academic accommodations related to attendance and participation. For example, such accommodations might include:
 - a) leniency with attendance
 - b) leniency with punctuality
 - c) alternate format/assignment for class participation
 - d) alternate format/assignment for oral presentations
 - e) alternate format/assignment for group work
- Instructors are encouraged to contact Accessibility Services for more information about academic accommodations related to attendance and participation.

Concerns and Appeals

- Student concerns related to the application of this policy will be addressed following the guidelines and procedures established in Policy F1004 – Concerns About Instruction, Policy E2006 – Appeal of Final Grade, and Policy E2011 – Withdrawal from Courses and Deferred Standing.