

Title	Student Attendance and Participation
Number	F1008
Category	Instruction

1. PURPOSE

Langara College recognizes that attendance and participation in learning activities play critical roles in student success. This policy establishes expectations regarding student attendance and participation. Where these components are included in the calculation of course grades, this policy establishes expectations for how this is done.

This policy is applicable to all instructors and students in Regular Studies courses and programs and Regular Studies-Continuing Studies hybrid sections. Instructors and students in Continuing Studies courses and programs, with the exception of those in Regular Studies-Continuing Studies hybrid sections, are not subject to this policy.

2. DEFINITIONS

Attendance – the student’s punctual presence in the designated learning environment(s) and readiness to engage in the activities set by the instructor.

Course outline – the information regarding content, structure and administration of a course.

Instructor – an individual or team responsible for providing instruction and evaluation in a Regular Studies course and assigning the final grade in that course.

Mixed-mode section – a section taught using a combination of in-person and online delivery methods.

Participation – student engagement in activities set by the instructor throughout the course.

Regular Studies-Continuing Studies hybrid section – a section for which both Regular Studies and Continuing Studies students are registered.

Student – an individual who is registered in a program, course or section at Langara College.

3. POLICY

Responsibilities of the Student

3.1 Students are expected to attend the full duration of all regularly scheduled classes, lectures, laboratories, seminars, tutorials, workshops, internships, practica, field trips, and placements for which they are registered.

3.2 Absence for any reason does not relieve students of their responsibility to complete the course requirements; however, some course activities, by their nature, (for example, practica, field trips, and group work) cannot be replicated.

- 3.3 It is the responsibility of the student to understand any course-, program-, and/or department-level attendance and participation requirements pertaining to courses for which they are registered or to seek clarification from the instructor in a timely manner.

Responsibilities of the Instructor

- 3.4 Instructors may include students' attendance and/or participation in the calculation of course grades.
- 3.5 Attendance at and participation in some activities may be mandatory for successful course completion. Any requirements for students' attendance and/or participation for successful course completion shall be:
- selected in accordance with the course's learning outcomes; and
 - fair, reasonable, and objectively measurable.
- 3.6 For online and mixed-mode sections, instructors may use a student's interaction with a virtual environment, such as a learning management system, to assign grades for attendance and/or participation.
- 3.7 The ways in which students' attendance and/or participation are used to calculate final course grades shall be clearly described in the course outline.
- 3.8 Instructors shall be reasonable and fair when considering requests for accommodation resulting from unavoidable absences.
- 3.9 Instructors shall provide reasonable academic accommodation to students registered with Accessibility Services on the basis of current supporting documentation.
- 3.10 If attendance and/or participation in course activities outside regularly scheduled class times are mandatory for a course, students shall be made aware of this before the first day of registration for the semester in which the course is to be offered.
- 3.11 Students shall be informed of the dates and times of any mandatory course activities outside regularly scheduled class times with enough notice to reasonably accommodate students' schedules.

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Provost and Vice-President, Academic and Students.

5. REGULATIONS/PROCEDURES

[Student Attendance and Participation – Procedures](#)

History/Revision	
Origination Date	April 21, 2020
Amendment Date(s)	Not applicable
Next Review Date	April 21, 2023