



MANITOBA INSTITUTE OF  
TRADES AND TECHNOLOGY

POLICY:  <p style="text-align: center;"><b>MITT Attendance Policy</b></p>		POLICY NUMBER: <p style="text-align: center;"><b>Pending</b></p>
		PREVIOUS/REPLACES: <p style="text-align: center;"> <b>MITT Attendance Policy</b>  <b>Interrupted Training Leave Policy</b>  <b>Attendance Waiver Policy</b>  <b>Documentation Requirements for Absences and Appeals Policy</b> </p>
APPROVED BY:  <p style="text-align: center;"><b>Academic Council</b></p>	EFFECTIVE DATE AS OF:  <p style="text-align: center;"><b>September 1, 2017</b></p>	PRIOR VERSIONS:  <p style="text-align: center;"> <b>October 14, 2015</b>  <b>January 20, 2015</b>  <b>January 27, 2015</b>  <b>April 16, 2015</b> </p>

**1. Policy Statement:**

The purpose of this policy is to provide a framework to help students understand attendance expectations and the disciplinary process for absenteeism. It gives students and instructors clear guidelines on MITT's attendance expectations and outlines the process for addressing absenteeism. This policy should be read in conjunction with the MITT Student Discipline Policy to reference the associated disciplinary procedures.

Pursuing an education requires time and effort. Students are expected to demonstrate this commitment by attending class and actively engaging in class activities. Strong employability skills are fundamental outcomes of MITT programs, and as such, attendance, punctuality, and reliability are essential to this objective.

MITT reserves the right to impose disciplinary action when absenteeism interferes with academic success and work readiness, disrupts learning, and/or impacts other students.

*As a student-centered learning institution, MITT recognizes that students are responsible for evaluating their individual circumstances, making decisions regarding health and personal obligations, and for managing their attendance within the framework of the MITT Attendance Policy. MITT also expects students to understand and accept the consequences of absenteeism.*

**2. Scope of the Policy:**

This policy applies to all MITT students except from the following programs:

- The MITT Introduction to College and Work Program, the Continuing Education department, and the English Language Institute. This policy will not apply as well to partnership programs with other institutions. Students should refer to the specific policies for these departments.



MANITOBA INSTITUTE OF  
TRADES AND TECHNOLOGY

### 3. Procedure:

#### a. General Attendance Expectations

All absences will count towards the maximum absence limit regardless of the nature of the absence. These maximums should not be viewed as an acceptable level of absenteeism. Where extenuating circumstances warrant consideration, MITT may permit some allowances around this maximum.

Instructors are responsible for maintaining accurate attendance records and entering attendance information into the student record system on a daily basis. Students can access this information on the [MITT Student Portal](#).

Students are responsible for:

- Keeping to the prescribed class and break schedule;
- Planning personal and employment obligations around their class schedule;
- Securing childcare arrangements to meet the scheduling needs of their academic program;
- Allowing sufficient travel time (e.g., public transportation) to and from class;
- Planning holiday travel around the scheduled study breaks;
- Meeting with the instructor to discuss how an absence might impact their academic performance.
- Reviewing their absence information on the [MITT Student Portal](#) and checking their email for attendance-related notifications.

**Absenteeism without proper documentation or written notice to the instructor may result in disciplinary action or a mark penalty.**

Where an evaluation deferral or extension for missed assessment extends past a course end date, instructors may permit students to conditionally start subsequent courses without the prerequisites. Students may be retroactively withdrawn from the subsequent courses if they fail to achieve the prerequisites. Where evaluation deferrals or extensions will not enable academic recovery, it may be necessary for a student to repeat a course or restart a program.

Ceasing to attend class does not constitute official withdrawal. It is a student's responsibility to initiate a formal withdrawal request (see [Student Withdrawals Policy](#)). Failure to formalize a withdrawal request could result in a failed course attempt or academic suspension if the absenteeism continues. Further, there may be reinstatement conditions attached to academic suspensions.



MANITOBA INSTITUTE OF  
TRADES AND TECHNOLOGY

**b) Minimum Attendance Requirements and Thresholds for Excessive Absenteeism**

MITT reserves the right to apply the following minimum attendance requirements or eligibility thresholds:

i. **Work Practicum Eligibility**

To determine Work Practicum eligibility, the following absenteeism thresholds will apply:

- **12 absences** (with or without documentation) for programs with in-class technical training of six (6) to 12 months in duration.
- **6 absences** (with or without documentation) for programs with in-class technical training of less than six months in duration.

When students exceed the absenteeism threshold, they may become ineligible for Work Practicum. In such cases, MITT may permit students to continue in subsequent course(s) if they meet the prerequisites and maintain satisfactory academic performance.

ii. **Work Practicum Progression**

The following absenteeism thresholds apply **during** Work Practicum:

- **2 absences** (with or without documentation) for practicums of six-week or less duration.
- **4 absences** (with or without documentation) for practicums of more than six-week duration.

Standard protocols of a practicum site will supersede the MITT Attendance Policy and a Work Practicum may be terminated according to these protocols.

iii. **Academic Progression and Program Continuance**

To determine academic progression and continuance eligibility, the following absenteeism thresholds apply:

- **18 absences** (with or without documentation) for programs with in-class technical training of six (6) to 12 months in duration.
- **9 absences** (with or without documentation) for programs with in-class technical training of less than six months in duration.

When attendance falls below this standard, academic suspension may be considered.

iv. **Reinstatement Eligibility**

Reinstatement may apply to students who have lost eligibility to attend a MITT program. MITT reserves the right to set reinstatement conditions to these students.

The absenteeism threshold for returning students will be prorated based on the additional months of study. Additional academic continuance requirements may apply.



## MANITOBA INSTITUTE OF TRADES AND TECHNOLOGY

### v. Exceptions

- a. **For two-year programs, the above thresholds will apply to each year of a program and the absences will reset to zero (0) at the start of year two (2).**
- b. Some Apprenticeship-streamed programs may have a minimum in-school training hour requirement attached to Provincial Practical exam eligibility (see the [Apprenticeship Manitoba website](#) for all accreditation requirements).
- c. All course-specific attendance information will be included on a course outline.

Students, wishing to pursue appeals to procedural decisions of the MITT Attendance Policy, should consult with a Student Advisor or refer to the MITT Appeal Policy.

### c) Attendance Waiver Requests

MITT recognizes there may be times where students require some flexibility in attendance within a program schedule due to extenuating circumstances. Instructors may consider Attendance Waiver requests where the adjustment of the program schedule is of reasonable duration and has minimal impact on the overall academic performance of a student. **When an Attendance Waiver is authorized, this time will not count towards the overall absence total.**

To formalize a request, students should submit a completed [Attendance Waiver Request](#) to their instructor a minimum of (5) days prior to the intended absence period. Requests will be considered on a case-by-case basis and are subject to:

- A reasonable amount of missed class time (such as 20 minutes of class time per day over a period of one month).
- All other provisions of this policy.
- The approval by the Program Instructor(s) and an Academic Coordinator.
- Any academic recovery conditions related to assessment and/or lost instructional or practical time.
- A satisfactory academic and attendance record (including significant academic integrity, disciplinary, or behavioral infringements).
- The dates and schedule of the Work Practicum placement.
- The rescinding of the waiver should these conditions not be met.

Some MITT programs or specific situations may be exempted from attendance waivers privileges where flexibility in attendance is not reasonably possible. Further, a program withdrawal or program extension may be required where the amount of absence time prevents academic recovery. Program extensions must be approved by an Academic Coordinator and the MITT Registrar.



## MANITOBA INSTITUTE OF TRADES AND TECHNOLOGY

Student Withdrawals and Program Extensions are subject to:

- All MITT academic policies and procedures.
- The MITT tuition refund schedule.
- Any additional training costs as determined by the MITT Registrar.
- The program availability and scheduling.

Should further attendance accommodations be required, students should speak to a MITT Student Advisor and/or Student Accessibility Advisor.

### **d) Documentation Requirements for Missed Assessment**

Documentation may be required to support a request to make-up missed assessment when a student is absent for valid reasons. Students should formalize this request in writing to their instructor and submit the appropriate documentation within five (5) working days of their return to class. Failure to provide documentation within these timelines may result in the denial of the request.

Acceptable forms of documentation to substantiate an absence may include:

- a) Medical:*
  - A medical certificate from a recognized physician;
  - A report from a qualified clinician (including counsellor, psychologist, psychiatrist, or other mental health professional);
- b) Extenuating Personal Circumstance:*
  - An obituary, funeral program, or death certificate;
  - A boarding pass or other emergency travel documents;
  - A legal document from a police officer, judge, lawyer, social worker, or a recognized professional;
- c) Religious Observance:*
  - A letter from a pastor, minister, cleric, or other formally ordained religious official;
  - A confirmation from an Aboriginal Elder,
  - A notice from a church, temple, mosque, or other place of worship.

Documentation is subject to authentication and MITT may:

- Reject documentation that cannot verify the state of fitness or was obtained outside the absence period.
- Request a medical certificate of fitness before permitting students the right to resume their studies after a period of extended absenteeism.
- Address fraudulent or altered documentation as an academic integrity infringement (as per the [Academic Integrity](#) and [Student Discipline](#) policies).

MITT reserves the right to authenticate documentation.

There is no guarantee of academic accommodations even with supporting documentation.



## MANITOBA INSTITUTE OF TRADES AND TECHNOLOGY

### e) Absence Reporting

As a general rule, MITT expects students to report an absence to their instructor prior to the start of class and with as much advance notice as is reasonably possible. **High school students** are also expected to report their absences through the MITT Attendance Hotline at **204-989-6520** or [absent@mitt.ca](mailto:absent@mitt.ca).

MITT may be required to disclose attendance information to funding agents and partnering schools for financially sponsored students and to government agencies for international students. Attendance information may also be disclosed to parents and guardians of underage high school students.

### f) Recording of Absence Time

MITT defines absenteeism as any missed class time and the length of the absence determines how the absence time is recorded.

1. For Technical Training programs, absences are generally recorded on the MITT attendance record as follows:
  - **Partial Absence:** any missed class time less than 20 minutes.
    - Two instances of partial absence are equivalent to one half-day of absence.
  - **Half-Day Absence:** any missed class time greater than 20 minutes and less than or equal to 2.5 hours of scheduled class time.\*\*
  - **Full Day Absence:** any missed class time greater than 2.5 hours of scheduled class time.\*\*
2. For Post-Graduate programs (given the compressed schedule), absences are generally recorded on the MITT Attendance Record as follows:
  - **Half-Day Absence:** any missed class time less than 20 minutes.
  - **Full Day Absence:** any missed class time greater than 20 minutes.

\*\* *Scheduled breaks do not constitute class time.*

*It should be noted that late arrivals, early departures, and extended breaks may be recorded as any one of the above categories based on the amount of missed class time.*

### g) Attendance Management and Student Discipline

At the earliest point of intervention, instructors will try to resolve absenteeism issues directly with the student, wherever possible. MITT uses an absenteeism threshold system as part of the progressive discipline process for managing excessive absenteeism.

Student discipline for absenteeism may include verbal and written warnings, mark penalties, forfeit of course credit, and academic suspension. Students can also fail a course where the weighting of one missed assessment prevents them from obtaining a passing grade in the course. Continuance, in subsequent courses, is subject to the prerequisite(s).



MANITOBA INSTITUTE OF  
TRADES AND TECHNOLOGY

As excessive or patterned absenteeism emerges, the following progressive discipline process will apply:

- Stage 1 (as per the 25% absence threshold): Warning notice #1 to the student
- Stage 2 (as per the 50% absence threshold): Warning notice #2 to the student
- Stage 3 (as per the 75% absence threshold): Warning notice #3 to the student
- Stage 4 (as per the 100% absence threshold): Attendance review and final decision

**MITT reserves the right to allow instructors to apply the same threshold points associated to excessive absenteeism to chronic lateness.**

**4. Administration:**

The Vice-President, Academic is responsible for ensuring this policy is adhered to.

**5. Review:**

This policy will be reviewed by Academic Council every five years.

**6. Reference:**

Academic Integrity Policy  
Student Withdrawals Policy  
Student Discipline Policy  
Work Practicum Co-op Policy