



POLICY: Student Attendance		POLICY NUMBER: AC-1-6
		PREVIOUS/REPLACES: Attendance Policy
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: August 23, 2022	PRIOR VERSIONS: September 1, 2017 October 14, 2015 April 16, 2015 January 27, 2015 January 20, 2015

1. Policy Statement:

This policy provides academic staff with the authority to set attendance requirements for secondary and post-secondary students.

2. Scope:

This policy applies to secondary and post-secondary students.

3. Procedure:

3.1. Establishing Student Attendance Requirements

- a. Deans, or designates, have the authority to establish attendance requirements for post-secondary students, including:
 - Course or program-based requirements that are based on attendance and/or punctuality.
 - Course or program-based policies that relate to grade penalties for absences from all assessment items, and the late submission of coursework.
- b. Deans, or designates, have the authority to establish recordkeeping requirements for instructors and other academic staff, including the frequency of attendance entry and the method(s) used to record and maintain these records.
- c. A committee that consists of the Vice President, Academic, Deans, and MITT High School Principal, has the authority to establish:
 - Attendance requirements for secondary students.
 - Attendance recordkeeping requirements for secondary instructors and other academic staff.



- d. For the purposes of this policy, the following position equivalencies are recognized:

Department	Position Equivalent to Dean
Adult Learning Centres	Education Director
Cyberwave	Executive Director, Cyberwave
English Language Centre	Manager, English Language Centre
English Language Institute	Manager, English Language Institute
LifeLong Learning	Senior Manager, Lifelong Learning
MITT High School	Principal, MITT High School

3.2. Communicating Student Attendance Requirements

- a. Course-specific or program-specific attendance requirements are stated on course outlines.
- b. MITT expects students to review their attendance record on a regular basis, to report any discrepancies to their instructor in a timely manner, and to be aware of any non-MITT attendance requirements that relate to their studies.
- c. Instructors are required to make attendance records available to students.

4. Administration:

The Vice President, Academic, or designate, oversees the administration and enforcement of this policy.

5. Review:

This policy is reviewed by Academic Council every five years.

6. Reference:

Academic Standards (AC-2-10) policy
Student Withdrawal (AC-2-1) policy
Student Discipline (AC-1-7) policy
Work Practicum and Work Co-op (AC-2-4) policy