

# CLASS ATTENDANCE AND ABSENCE POLICY (SEMINARY)

Responsibility of	Registrar
Approved by	Dean of the Seminary
Revision History	August 2014; April 24, 2019 (by the Seminary Team); January 24, 2020
Next Review	Annual

## POLICY OVERVIEW

This policy outlines the process involved for graduate student class attendance and absences.

## PRINCIPLES

This policy is guided by the principles of integrity and transparency.

## SCOPE

The policy applies to all graduate students.

## POLICY STATEMENT

In order to benefit fully from a seminary education, to be good stewards of time and finances, and to be considerate of their classmates and faculty members, students must be in class at every opportunity.

### *Modular Courses*

Students are expected to attend 100 per cent of each modular for which they register. If this is impossible due to extenuating circumstances, arrangements must be made with the course professor before the first day of class. If extenuating circumstances prevent a student from attending class, a maximum of one (1) full day of class can be foregone. If additional time is missed, the student will fail the course unless they first request to withdraw from the course or move the course to an audit.

### *Online Courses*

If extenuating circumstances prevent a student from attending scheduled meeting times, then up to 20% of meeting time can be foregone. Students missing scheduled meeting times should make every effort to inform the course professor prior to any time missed. If additional time is missed, the student

will fail the course unless they first request to withdraw from the course or move the course to an audit.

*Semester-Based Courses*

All students missing more than two full weeks of a particular course from registration to the last day of classes will receive an automatic fail (0%). A student may appeal a course failure due to excessive absences. Successful appeals will be granted only in rare cases where all absences are clearly beyond the student’s control. Appeals must be made through the Academic Appeal Process.

**PROCEDURES**

1. Registrar confirms class list with the faculty on the first day of a modular, or following the add/drop date for semester based courses, to ensure student registrations are accurate.
2. Faculty notify the Registrar when students are absent beyond the allowable time period.
3. The Registrar works with the student and the faculty member to discern the best course of action which may include changing to an audit for the course, taking a withdraw from the course, or dropping the course.
4. The decision is documented (a pdf is emailed to the student and saved in the student’s file) and communicated with the student, the faculty member, and the Dean of the Seminary.

**APPENDIX A**

<p>Related Forms/Policies</p>	<p>Change from Credit to Audit                  Course Withdrawal                  Course Reinstatement – Seminary Policy                  Course Drop Procedures</p> <p>*Above policies found in Seminary Academic Calendar</p>
<p>Where is this policy published</p>	<p>Faculty Handbook                  Seminary Academic Calendar  <a href="http://www.briercrest.ca/seminary/academics/seminary-calendar/">(http://www.briercrest.ca/seminary/academics/seminary-calendar/)</a></p>
<p>Contact Information</p>	<p>Registrar</p>

