

**ATTENDANCE REQUIREMENTS**

Section:	Academic/Student (AC)
Subject:	Student Performance and Behaviour
Legislation:	
Effective:	September 15, 1987
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to expect student attendance in all scheduled activities of every course.

**PROCEDURE****GOVERNING PRINCIPLE**

1. There is a direct correlation between attendance and course performance. When students are not in class, they will not learn the material and their course marks will reflect that fact. Even if a school/department does not set mandatory attendance and punctuality requirements, students are strongly encouraged to attend all classes.

**PROCEDURE**

1. Each school/department shall set its own attendance and punctuality requirements, as well as the consequences for not complying with those requirements, for students enrolled in courses and/or programs within that school/department. These requirements and consequences may vary from program to program within a school/department, and from course to course within a program.

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2. A school/department may also establish attendance requirements to comply with external program accreditation requirements, regulatory body requirements, safety requirements and/or sponsorship requirements.
3. Where instruction in a course is delivered by a program or a school/department other than the student's program, the attendance and punctuality requirements for that course will be determined by the program or school/department delivering the course in consultation with the student's program. Depending on the nature of the service course, the program delivering that course may either set its own attendance/punctuality requirements for that course or may adopt the requirements set by the student's program.
4. Students enrolled in dual-credit programs are required to attend their dual-credit classes based on the schedule outlined between SAIT and the school board partner, and are exempt from SAIT's attendance requirements.
5. Attendance and punctuality requirements for a course shall be communicated to students through the course outline and/or other means.
6. Attendance and punctuality requirements for a program, including applicable accreditation and/or sponsorship attendance requirements, shall be communicated to students through school/department and/or program policies and guidelines.
7. It is the student's responsibility to comply with established attendance and punctuality requirements.
8. Instructors shall record student attendance in sufficient detail so as to satisfy course and/or program attendance and punctuality requirements.
9. Instructors shall notify their academic chairs/coordinators when a student breaches course attendance and/or punctuality requirements.
10. Consequences for breaching attendance and/or punctuality requirements will be applied as set out in course outlines and in school/department and/or program guidelines.
11. Absence from gradable course assessments:
  - a) The instructor, acting in accordance with school/department and/or program guidelines, shall determine if a student's absence from an assessment is excused or unexcused. Valid reasons for an absence may include illness, court appearances, bereavement or significant extenuating personal circumstances.
  - b) SAIT recognizes that it has a duty to accommodate absences related to a variety of protected grounds. These include, for instance, documented disability/medical

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condition, medical time away from SAIT for reasons involving gender identity or gender expression, religious observance, etc.

- i) Students are required to work with Accessibility Services for absences relating to current medical accommodations. Accessibility Services is responsible for storing the student's documentation relation to that accommodation, as per the requirements of procedure [AD.3.2.1 Records Management](#).
  - ii) SAIT recognizes that a student may not be able to attend classes and/or complete assessments on days of religious observance. Students must work with the InterFaith Centre and follow the process and meet the timelines set out in Schedule A, Process to Accommodate Religious Observances, an Associated Document to this procedure, if they wish to be considered for a religious accommodation. Failure to do so will result in the student's absence being considered an unexcused absence. For further information, students may refer to <https://www.sait.ca/student-life/get-involved/interfaith-centre>.
  - c) A student may be required to provide documents or other evidence to academic chairs/coordinators, instructors or designates on request that corroborate the reason for the student's absence. Employees receiving such documents or other evidence shall review them as part of their decision as to whether a particular absence is excused, and shall generally delete them/return them to the student after making their decision and after the student's deadline to appeal that decision has passed, as per paragraph 11 of this procedure. Note that an employee may retain such documents or other evidence for the purposes of a related academic misconduct proceeding as per [AC.3.4.3 Student Academic Conduct](#).
  - d) If a student's absence is excused, it is the student's responsibility to work with the instructor to find an effective and reasonable way to complete the work or assessment missed due to that absence. SAIT will use reasonable efforts working with the student to enable the student to complete the work or assessment. However, in some situations, depending on the nature and/or amount of the work or assessment that has been missed, completion of the missed work or assessment may not be possible and this may affect the student's final grade in that course.
12. A student who disagrees with an instructor's decision pursuant to paragraph 11 of this procedure shall:
- a) Meet with the instructor to informally resolve the situation, within five business days of the disagreement arising. Where an in-person meeting is not practical, the student's academic chair/coordinator will establish an alternate communication method.

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- b) If the situation cannot be informally resolved, the student shall meet with the academic chair/coordinator, within five business days of meeting with the instructor.
- c) If the situation cannot be resolved, the student may formally raise the issue within five business days of that meeting by way of a letter to the dean or designate.
- d) The dean or designate shall meet with the student within seven business days of receiving the student's letter and shall advise the student in writing of the decision within five business days of that meeting. The student is entitled to be accompanied to the meeting by another individual for advice and support. In the case of a student who is a minor or who is an adult student with an appointed guardian, the student is also entitled to bring the student's parent or guardian. In general, only the student speaks on the student's behalf.
- e) The decision of the dean or designate is final and binding.

## **ASSOCIATED DOCUMENTS**

Schedule A      Process to Accommodate Religious Observances

## **POLICY/PROCEDURE REFERENCE**

AC.3.8            [Attendance Requirements policy](#)  
AC.3.8.2        [Attendance Requirements – Apprentices procedure](#)

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