

ADMINISTRATIVE OPERATING PROCEDURE: Class Absence

Procedure ID:	#2-205 OP Class Absence
Approved by Executive Leaders Team:	<i>Original: 2016</i>
Review Date:	November 2023
Effective Date:	November 2023
Next Review Date:	Nov 2026
Administrative Contact for Procedure	Associate Dean
Interpretation:	

Procedure Statement

Fleming College Toronto upholds that regular class attendance demonstrates professionalism and is essential to student success. Students are responsible for satisfying the learning outcomes as defined in each of their course outlines. They are expected to attend all class sessions (lectures, seminars, labs, field trips, and other course activities, etc.) on a consistent basis.

Fleming College Toronto also recognizes that there will be times when an absence may occur. The College distinguishes three types of absences:

- a) Sanctioned Absences
- b) Planned Absences
- c) Unexpected Absences

Faculty have the right to clarify the specifics of their classroom attendance procedures, provided that specifications are consistent with Fleming College Toronto's Class Absence Operating Procedure.

The three types of absences are defined as:

- a) Sanctioned Absences:** Attendance at pre-scheduled events sanctioned by Fleming College Toronto will be recognized as sanctioned absences. Sanctioned absences require advanced notification as described in the procedures below. Examples of sanctioned absences may include:
 - Class-related field trips/events
 - Academic conferences
 - Varsity athletic commitments
 - Student administrative council meetings/conferences

- b) Planned Absences:** Attendance at pre-planned/pre-scheduled events and appointments of a personal nature will be recognized as planned absences. Planned absences are for exceptional circumstances and require advanced requests for approval as described in section 2.0. Examples of planned absences may include:
 - Health care appointments which cannot be scheduled outside of academic hours.
 - Attendance at a funeral or memorial service
 - Appointments for dependents (that the student is required to attend) cannot be scheduled outside of academic hours.
 - Active participation in a major personal event

- c) Unexpected Absences:** Unexpected and/or significant events that result in missed class(es). Examples of unexpected absences may include:
 - Illness or injury
 - Unexpected incidents involving a dependent
 - Death in the immediate family
 - Unexpected absence related to a new or pre-existing disability.

Definitions and Acronyms

Dependent(s): a spouse, civil partner, child, or parent of the student.

Faculty: the person teaching and assessing the class during the time period for which the student absence was requested and / or occurred. Absences are approved, and supporting documentation is requested at the discretion of the faculty.

Procedures

1.0 - Sanctioned Absences

- a) The student will notify the faculty of the event and anticipated missed class(s) in writing as soon as the event is confirmed, ideally 5 College business days prior to the required absence. The faculty will respond, in writing.
- b) When travel for the event(s) is required, the student is expected to attend classes up to the latest possible date and time prior to departure.
- c) For sanctioned absences, the faculty will provide a reasonable opportunity for the student to make up missed work.
 - Students are ultimately responsible for meeting with the faculty and completing assigned materials.
 - The faculty will determine if assignments, quizzes, and exams need to be completed prior to, or after the missed class(es)
 - For unique in-class learning experiences the faculty may design substitute assignments if feasible
 - Should no alternate opportunity exist for a particular assignment, quiz or exam, the faculty may re-weight course deliverables at their discretion, providing that the learning outcomes of the course will be met

Should a sanctioned absence be unreasonably denied the student may request a meeting with the Academic Director or designate. The Academic Director or designate will review the absence request and render a decision in writing, which is final and binding.

2.0 – Planned Absences

- a) Students are expected to schedule personal events and appointments outside of academic hours.
- b) Requests for planned absences are for exceptional circumstances only when scheduling outside of academic hours is not feasible.
- c) The student will request the planned absence in writing to ISA as soon as the event/appointment is confirmed, ideally 5 College business days prior to the required absence. RRD will provide a response in writing.
- d) When travel for the event/appointment is required, the student is expected to attend classes up to the latest possible date and time prior to departure.
- e) Planned absences will be approved by RRD and Academics .
- f) If the planned absence is approved, the faculty will provide a reasonable opportunity for the student to make up for missed work.
 - Students are ultimately responsible for meeting with the faculty and completing assigned materials.
 - For unique in-class learning experiences, the faculty may design substitute assignments if feasible.
 - Should no alternate opportunity exist for a particular assignment, quiz or exam, the faculty may re-weight course deliverables provided that the course's learning outcomes are still met.
- g) Should a planned absence be unreasonably denied the student may request a meeting with the Academic Director or their designate. The Academic Director or designate will review the

absence request and render a decision in writing which is final and binding.

3.0 – Unexpected Absences

- a) When a student experiences an unforeseen/sudden event or medical condition that results in an unexpected absence, the student should contact the affected faculty at their earliest opportunity.
- b) The faculty may request supporting documentation from the student to verify the dates of the student's absence. See section 4.0 for supporting documentation procedure.
 - Should the faculty of the course be unavailable (i.e. no longer teaching at the College), the student would meet with the Academic Director or designate.
- c) Should the faculty approve the unexpected absence, the faculty will provide a reasonable opportunity for the student to make up for missed work.
 - Students are ultimately responsible for meeting with the faculty and completing assigned materials.
 - For unique in-class learning experiences the faculty may design substitute assignments if feasible.
 - Should no alternate opportunity exist for a particular assignment, quiz or exam, the faculty may re-weight course deliverables provided that the course's learning outcomes are met.
- d) Should an unexpected absence be unreasonably denied, the student may request a meeting with the Academic Director or designate. The Academic Director or designate will review the absence request and render a decision in writing, which is final and binding.
- e) The Academic Advising Department is available to support any student experiencing difficulties with their transition back to school after an unexpected absence. Efforts to support a student's return to the learning environment may involve the need to consult with other college personnel (e.g. faculty, Program managers, Financial Aid and the Retention & Records Office.) The student may be required to provide documentation from a qualified professional confirming their readiness to return to the academic environment and any functional limitations, if any, the student may experience moving forward.
- f) Faculty are under no obligation to provide alternative opportunities to students who are absent due to suspension, expulsion, or a no-trespass order.
- g) If the unexpected absence is due to the occurrence of a new or pre-existing disability-related condition (e.g. significant medical condition, serious deterioration of mental health, and the condition prevents the student from meeting the regular academic demands of their program/course), the student may be eligible for a retroactive disability-related accommodation.
- h) If a student requests retroactive disability-related accommodation(s), they will be asked to meet with an Academic Advisor to review the request and provide supporting documentation. The decision to grant a student's request for accommodation will be determined on a case-by-case basis through consultation with the Academic Advising Department, involved faculty and other academic staff and/or areas of the College as required. See section 4.0 for supporting documentation component of this procedure.

4.0 - Supporting Documentation

4.1 Should supporting documentation to verify the absence (i.e. doctor's note, obituary etc.) be requested by the faculty, please follow one of the processes listed below:

- a) If the student deems the supporting documentation **non-confidential**:
 - The student will provide the documentation to the Academic Department for review.
 - The Academic Department will forward verification of documented dates of the student's

- absence confidentially to all the student's faculty on behalf of the student.
 - The student will be copied on the correspondence.
 - The Academic Department will not retain or duplicate supporting documentation; supporting documentation will be kept only by the student.
- b)** If the student deems the supporting documentation **confidential**:
- The student may provide documentation to the Academic Advising Department for review.
 - The Academic Advising Department will forward verification of documented dates of the student's absence confidentially to all of the student's faculty on behalf of the student. The student will be copied on the correspondence.
- c)** If the student is requesting accommodation due to an unexpected absence resulting from a disability:
- They will be asked to provide supporting documentation to the Academic Advising Department for review. The documentation needs to be from a qualified professional confirming the period of time, any functional limitations experienced due to their condition and the student's readiness to return to the rigour of the academic environment.
 - The decision to grant a student's request for a retroactive disability-related accommodation will be determined on a case-by-case basis through consultation with The Academic Advising Department, involved faculty, and other academic staff and/or areas of the College as required.

4.2 - Supporting documentation from a medical practitioner **does not need to include the student's diagnosis or any private medical information (i.e., disability, medical condition, etc.), and students are under no obligation to reveal private medical information.**

Related Documents

- College Policy #7-701: Access and Accommodation for Students with Disabilities
- Administrative Operating Procedure #7-701: Access and Accommodation for Students with Disabilities
- Fleming College Guidelines for Professional Practice (Student and Faculty)
- Freedom of Information and Protection of Privacy Act

History of Amendments and Reviews

Date	Activity
Jul 2016	Original procedure approved
Dec 2016	Reviewed and updated
Aug 2017	Reviewed and updated
Nov 2023	Reviewed and updated