Approving University Official(s): Academic Council
Responsible Unit: Provincial Senates
Original Effective Date: November 21, 2024
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Version Code: 1.1

Attendance Policy

Purpose

This policy establishes a clear and consistent framework for Attendance Policy (the "Policy) at Yorkville University ("Yorkville"). It provides guidance to ensure alignment with the institution's operational, academic, and regulatory obligations, and supports Yorkville's commitment to:

- To facilitate establishment of attendance requirements that contribute to students' achievement of learning outcomes and successful progression through their programs of study.
- To establish guidelines for program leadership and instructors related to setting and enforcing attendance expectations.
- To provide clarity for students regarding attendance expectations, the consequences of failing to attend classes, and their rights and responsibilities with respect to attendance of classes.

Scope

This policy is directed to academic leadership, instructors, and students in all programs at Yorkville.

Definitions

Absence – Absence from class may affect a student's grade in the course. Repeated, prolonged, or frequent absence may result in failure in or withdrawal from a course.

- Face-to-face and synchronous online courses: Failing to attend a scheduled class, lecture, or other activity is an absence from class.
- Asynchronous online classes: Failing to log into the online classroom, access course content and/or complete required activities.

Attendance –

- Face-to-face and synchronous online classes: The act of being present in a scheduled class, lecture, or other activity, normally for the whole duration of the class, lecture, or activity.
- Asynchronous online classes: The act of regularly logging into the online classroom and completing required activities.

Early departure – Leaving at any point before the end of a class, lecture, or other scheduled activity is an early departure. When there are reasonable grounds for doing so, a course instructor may consider early departure to be an absence.

Excused absence – An absence from a class for which consequences are forgiven or set aside because of illness, disability, religious observance, other human-rights protected grounds, personal emergency, or other circumstances beyond a student's control. Where a student serves on Academic Council, Provincial Senate, or other governing body, attendance at meetings of the governing body may also be an excused absence. Absences caused by the factors listed above may not automatically be deemed excused absences; students need to confirm with their instructors whether an absence is excused.

Late arrival – Arriving at any point after the beginning of a class, lecture, or other scheduled activity is late arrival. Program-specific attendance rules may specify at what point a late arrival will be considered an absence.

Participation – Active engagement in class discussions and activities is participation. Participation is expected of all students. Absence from class makes participation impossible and, where the course includes a grade for participation, students will not earn the grade for classes missed. Attendance at class, however, is not equivalent to participation in class activities.

Policy Statement

Preamble: Attending and participating in classes and learning activities are essential to students' successful achievement of learning outcomes. Yorkville encourages and facilitates attendance and participation by creative curriculum design and delivery and by incorporating engaging, interactive, and student-centred learning activities and providing comprehensive academic and wellness support. In addition, various programs and courses establish participation requirements in accordance with university policies.

This policy contributes to Yorkville's encouragement of attendance and participation by clarifying minimum requirements related to attendance and identifying circumstances in which poor attendance might result in adverse consequences for a student.

- Students enrolled in courses delivered synchronously, whether in-person or online, are expected to attend all classes, seminars, tutorials, or other class meetings that are part of the course(s) in which they are registered.
- Students enrolled in asynchronous online courses are expected to regularly access the learning management system and course content, and complete required activities as outlined in the course syllabus to meet attendance obligations.

    1. *Attendance at the beginning of a course*: A registered student with no attendance by the end of the second week of a course will be considered a "no-show" and will be withdrawn from the course or have their registration in the course cancelled.

2. *Minimum attendance requirements to earn credit*: Yorkville does not have a mandatory attendance rule for all programs. However, any program of study, with the approval of the relevant Provincial Senate, may establish minimal attendance requirements that must be met for a student to a) earn credit in a course, and/or b) qualify to sit the final exam or submit the final assignment in a course. Minimum attendance requirements will be published in the Academic Calendar and in each course syllabus.
3. *Attendance at classes*: Any program of study, with the approval of Provincial Senate, may establish rules and penalties related to unexcused absence, late arrival, and/or early departure from class. Attendance requirements and associated penalties for failing to meet them will be published in the course syllabus.
4. Programs opting to establish Minimum Attendance Requirements for courses and/or rules and penalties related to Attendance at Classes, are guided by the following:
    a. The principle of consultative and collegial policy development that invites input and seeks feedback from a broad range of affected stakeholders, including academic leaders of other programs and campuses, students, and staff in academic and student support and service departments;
    b. University policies, procedures, and practices related to academic accommodations;
    c. The need for Yorkville to support students experiencing personal emergencies, serious medical problems, or similar circumstances beyond their control;
    d. The principle that the penalty should be proportionate to the offence;
    e. The principle of progressive penalization for repeat offences;
    f. The expectation that students who were absent from a class will be provided with a reasonable opportunity to catch up on missed work;
    g. The right of students to understand how attendance is monitored and recorded and to be informed of failures to meet the attendance requirements; and
    h. The right of students to appeal decisions, as set out in policy related to Student Grievances and Appeals.

Related Information

There is no related information for this policy currently.

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Academic Governance Office
Email: academicgovernance@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	November 21, 2024	New policy	Academic Council
1.1	September 25, 2025	Updated to new template	-