



Approving University Official(s): Provincial Senate,
YU BC
Responsible Office:
Original Effective date: January 2025
Last review date:
Next review date: October 2025

Attendance Policy (Pilot) – Yorkville University British Columbia, Bachelor of Business Administration and Associate of Arts Programs

Note: This policy is approved by the Yorkville University British Columbia Senate as a pilot for implementation in January 2025. The pilot policy will be implemented during the four terms of the 2025 academic year. Review of the implementation and effectiveness of the policy will be undertaken during the Fall 2025 term. At its Fall 2025 meeting Senate will consider and approve permanent policies for the Bachelor of Business Administration (BBA) and the Associate of Arts (AoA) programs, to be effective January 2026.

Purposes

These attendance requirements are designed to implement the Yorkville University Attendance Policy (Academic Council of Yorkville University, November 21, 2024). In keeping with University policy, they are intended to encourage 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.

Audience

Leadership of the Bachelor of Business Administration (BBA) and Associate of Arts (AoA) programs have agreed to participate jointly in implementation of this pilot attendance policy. Therefore, this Policy applies to students attending on-campus and synchronous online courses in the Bachelor of Business Administration (BBA) and Associate of Arts (AA) programs offered by Ministerial consent at the Yorkville University British Columbia campus.

Definitions

The Yorkville University *Attendance Policy* (Academic Council of Yorkville University (November 21, 2024) includes the following 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. In face-to-face and synchronous online courses, failing to attend a scheduled class, lecture, or other activity is an absence from class.
- *Attendance*: In 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.
- *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.

Policy Statement

Because learning takes place in the classroom, student attendance in class is critical for engagement with the course content, peers, and the instructor. Therefore, students must strive to attend all scheduled classes for the course.

1. *Minimum attendance requirements*: Students must be present for 75% of the course. For the purposes of the pilot, given that all courses meet once each week for three hours, any student who has more than three unexcused absences will have failed to meet the minimum attendance requirement for the course.
2. *Consequences of failing to meet the minimum attendance requirement*:

- a. Should a student have more than three (3) unexcused absences during a course, the student may be subject to a penalty.
- b. Available penalties include a deduction of points from the course grade, denying the student permission to complete the final graded component of the course (final exam, final project, or similar final assignment), or required withdrawal from the course.
 - i. Deducting points from a student's final grade is an appropriate penalty when a student has performed well in the course (i.e., clearly achieved most of the course's learning outcomes) despite having missed more than three classes. Deductions should not exceed 10 percentage points.
 - ii. Denying a student permission to complete the final graded component of the course is an appropriate penalty when a student has failed to attend a significant percentage of the classes and where there is evidence that the student has failed to achieve a significant number of the course's learning outcomes.
 - iii. Required withdrawal from the course is an appropriate penalty when the student has accumulated more than three unexcused absences during the first half of the course.
- c. The course instructor has discretion to deduct points from the course grade as a penalty for failing to meet the minimum attendance requirement.
- d. If the course instructor concludes that denial of permission to complete the final graded assignment or required withdrawal from the course is the appropriate penalty, the instructor will recommend the penalty to their program head, who will make the final decision and communicate it to the student and the Registrar.

3. *Implementation:*

- a. Students with approved academic accommodations: When a student has an approved academic accommodation plan that explicitly addresses attendance, late arrival, or early departure, the requirements of the academic accommodation plan take precedence over this policy.
- b. Recording and reporting attendance:
 - i. Instructors will record attendance at each class and will maintain a detailed record of attendance, noting the specific dates of excused and unexcused absences.
 - ii. When an instructor records a second unexcused absence for a student, the instructor will inform the student that they are at risk of failing to meet the attendance requirement and will notify Student Services of a student at risk.
 - iii. When an instructor records a third unexcused absence for a student, the instructor will provide the student with a written warning, copied to

- Student Services, making it clear that they have reached the limit of allowable absences.
- iv. Students have a right to review their attendance record and may ask for corrections if they believe the instructor has erred in recording an unexcused absence.
- c. Absences during class:
- i. Late arrivals include arriving at class after it has begun and returning from a scheduled break after the class has recommenced.
 - ii. Early departures include leaving a class before its scheduled end or before a scheduled break.
 - iii. For students in on-campus BBA and AA courses at the Yorkville University BC campus, a course instructor may record an absence for a student who, because of late arrivals and/or early departures, is absent for more than 20% of the scheduled class.
- d. Excused absences:
- i. If a student knows in advance, they will be unable to attend a class, they must notify their instructor by email before the start of class for their absence to be considered an "excused" absence.
 - ii. When circumstances beyond a student's control (illness, personal or family emergency, or other extenuating circumstances) prevent a student from attending a class and prevent the student from notifying the instructor in advance, the absence will be excused.
 - iii. Absences for human rights grounds: Absences are excused absences if the student has requested accommodation for religious observance as specified in the *Accommodations for Religious Observances Policy* (Yorkville University Senate, March 23, 2016) or if an academic accommodation has been approved on other human rights grounds.
- e. Procedures for monitoring, recording, and reporting attendance:
- i. Yorkville University British Columbia campus leadership will assign responsibility for developing procedures for monitoring, recording, and reporting attendance. Draft procedures will be made available for consultation with affected stakeholders (including, but not limited to, faculty, students, director of student services, registrar, director of accessibility and accommodations, and director of student finance) before they are approved.
 - ii. Procedures will be approved by the Vice President Academic, Yorkville University British Columbia, having consulted with the Provost and the Provost's Academic Leadership Team.

4. *Communication of the pilot policy:*

- a. This the essential features of this pilot policy will be published in both the BBA and AoA sections of the 2025 Yorkville University British Columbia Academic Calendar.

- b. Instructors in all sections of all BBA and AoA courses taught in Winter 2025 will communicate this policy in writing to their students at the first class.
- c. The essential features of this policy will be included on all BBA and AoA course syllabi beginning in the Spring 2025 term.

5. *Review of the pilot policy:*

- a. No later than the end of August 2025, Yorkville University British Columbia campus leadership will strike a working group to review the effectiveness of the pilot attendance policy and their associated procedures.
- b. The working group will include at least one representative from each of the following: Registrar's Office, Student Services, Student Experience, faculty, and students.
- c. The working group will consult with stakeholders, prepare an assessment of the effectiveness of the policy and associated procedures, and make recommendations for improvement of the policy and associated procedures.
- d. The working group's assessment and recommendations will be referred to the leadership of the BBA and the AoA programs, each of which will develop attendance policies for consideration by Senate at its Fall 2025 meeting.

6. **Right to appeal:** Students have the right to appeal instructors' decisions made under this policy. See *Student Grievances and Appeals Policy* and *Student Grievances and Appeals Procedures*, (Academic Council of Yorkville University, January 2024).

Related Information

- *Attendance Requirements – On-campus Courses, YU BC, Procedures for Monitoring, Recording, and Reporting Attendance*, (Vice President Academic, Yorkville University British Columbia – under development)
- *Academic Accommodations and Accessibility Policy*, Academic Council and Board of Governors, November 11, 2019)
- *Accommodations for Religious Observances Policy* (Yorkville University Senate, March 23, 2016).
- *Attendance Policy* (Academic Council of Yorkville University (November 21, 2024)
- *Student Grievances and Appeals Policy* and *Student Grievances and Appeals Procedures*, (Academic Council of Yorkville University, January 2024)

Contacts

The following [individual(s)/office(s)] can address questions regarding this policy:

- Name, Title:

- o Ted James, Registrar, Yorkville University British Columbia, tjames@yorkvilleu.ca.
- o Ivy Pan, Manager of Student Services, Yorkville University British Columbia, ipan@yorkvilleu.ca

University offices and governing bodies may change name or structure over time. Such a change does not negate a policy. For the status of a responsible office or equivalent authorizing body, please contact the Office of Regulatory and Government Affairs.

Revision Log

Date (yyyymmdd)	Description of Change	Sections Changed	Person Who Entered the Revision (Position Title)	Person who Authorized Revision (Position Title.
20241213	New Policy		Interim Director, Academic Governance and Policy	Yorkville University BC Senate, December 13, 2024