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Policy Title:	Attendance	Policy Version:	2
Policy No:	5650	Approval Date:	January 22, 2018
Original Submission Date:	2004, revised Jan 2018	Effective Date:	January 22, 2018
Approval Body:	Academic Council	Revision Date:	January 2020

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## Policy Statement

Ascenda School of Management (ASM) maintains strict policies regarding attendance, punctuality, leaves of absence and approved term breaks to ensure effective learning outcomes, student progress, and compliance with ASM policies and government regulations including those related to student financial aid and Canada Immigration and Citizenship requirements for international students.

## Purpose

### ATTENDANCE:

Unless otherwise instructed, students are expected to attend all classes and to participate in class assignments and activities for all courses in which they are enrolled. Regular and punctual class attendance is a valid consideration in determining final grades and essential for achieving course learning outcomes.

At the beginning of each course, the instructor will inform students of the requirements for class attendance. The instructor may refuse a student admission to class because of lateness, lack of attendance, or inattention. Students who do not complete the required assignments may be refused permission to write the final exam.

Students must inform the instructor or the Registrar's Office in advance (or before returning to class) of any absence from class providing a valid reason for the absence. Students may be required to provide documentation to support absence from class. ASM provides reports to Canada Immigration and Citizenship (CIC) regarding students who do not attend classes as per their study permit requirements.

Attendance is documented using an Official Enrolment Roster and Attendance Form. A record of class attendance is important for students who receive financial aid in the form of student loans and for international students on study permits

## Scope

**LEAVE OF ABSENCE:** Leave of Absence: Students are permitted to submit a request for a leave of absence for up to one term where medical or other emergencies arise. Students must submit a "**Leave of Absence Notification Form**" and receive approval from the Registrar, or his/her designate prior to taking a leave of absence. Students who do not return on the date indicated for an approved break or an approved leave of absence without permission to extend that date will be withdrawn from the program. The Registrar will notify the student by formal letter of withdrawal from the program.

### APPROVED BREAK FOR INTERNATIONAL STUDENTS:

**Students must be registered and complete a minimum of 9 courses (3 courses per academic term) per year to meet the requirement for full time study status.**

1. Students may apply to take one 'approved term break' out of four academic terms per year provided they have completed two (2) consecutive terms of full time study. Students must submit an "**Approved Term Break Notification Form**" at least four (4) weeks prior to the start of the term in which they plan to take a break. The request for a term break must be approved by the Dean and Campus Principal.

2. Following the policy of Citizenship and Immigration Canada (CIC), international students who have been granted "off-campus work permits" can only work up to a maximum of 20 hours per week while registered during a regular academic term. International students are able to work more than 20 hours per week only while they are on an approved term break.

3. Students may use their approved term break to register for a lighter course load (less than 3 courses).
4. Students taking a term break must consult with the Registrar's Office about how the break may affect their program plan and course selection.

## Definition

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
[Type text]	[Type text]
[Type text]	[Type text]

## Related legislation

"Type Here"

## Related policies

Policy Number	Policy Title
[Type text]	[Type text]
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## Responsibility

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## PROCEDURE

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Policy Title:	[Type text]		
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## APPENDICES

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Policy Title:	[Type text]		
Policy No:	[Type text]	Policy Version:	[Type text]
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