

Attendance Policy

LaSalle College Vancouver (LCV) maintains an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, or examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as mastering all assigned readings.

In addition, students are responsible for submitting on time all assignments and examinations as required in class. LCV understands that some absences are unavoidable due to illness or other life circumstances. However, due to the nature of LCV programs, excused absences do not exempt students from their study and course assessment obligations.

Students will not be penalized for pregnancy or related conditions, including recovery from childbirth. Students who are absent due to pregnancy or related conditions may receive an exception to the attendance policy and/or be permitted to make up missed work for as long as the student's absence is medically necessary.

To avoid being administratively withdrawn, students must contact their Academic Advisor or Registrar about the need for a pregnancy-related exception. As with other students seeking exceptions for medical-related reasons, students seeking a pregnancy-related exception to the attendance policy must provide a doctor's note indicating that the absences were medically necessary.

Failure to provide evidence of medical necessity for any absence may result in the student being administratively withdrawn from College, and the student may not be allowed to make up any missed assignments. Please note that a pregnancy exception to the attendance policy is only applicable to the current course and cannot be carried over into any subsequent courses.

A student who is absent from all scheduled classes fourteen (14) consecutive calendar days in an 11-week term will be withdrawn from the College and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course unless the student submits an appeal to remain in class that is accepted by the Chief Academic Officer.

Consecutive Days Absence Grading Policy

Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term will be withdrawn from the College and will receive W's (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term, students will be withdrawn from the College and will receive WF's (Failures due to late withdrawal).

Calendar days include days that the student does not have any scheduled class. All calendar days that the College is not in session (e.g., College closings and holidays) do not count in the fourteen (14) calendar days. Students who have been withdrawn due to violation of the

consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy must follow the procedure for appealing the academic dismissal.

Special Circumstances

In special cases where a student's ability to pursue their education may be irrevocably damaged by this policy, the Chief Academic Officer may recommend an exception to the President. The President has the sole discretion to make such exceptions.

Appeal Process – Consecutive Days Absent

Students who are administratively withdrawn from College for violating the consecutive days absence attendance policy may submit an appeal to the Chief Academic Officer for reinstatement into their course(s) in the active term. Students, who appeal, must do so in writing.

Attendance Verification

Students may verify their attendance at any time during the term by speaking with their instructor. In addition, they may go to the campus academic advisors. Students who need information regarding their attendance will need to request it in person. Any discrepancies should be discussed with the individual instructors.

Qualifying Military Service, Disasters, National Emergencies

To assist individuals who are performing qualifying military service and individuals who are affected by disaster, war or other military operation or national emergency, an attendance exception may be granted.

A student is declared as military deployed upon receipt of official activation orders documentation by the College. Similarly, appropriate documentation for students residing in an area declared as a disaster area must be submitted to the College.

The College's registrar office will record the student's actual last date of attendance and then provide an attendance exception. If the documentation shows that the student knew she/he was going to be deployed prior to the term or course start date and still decided to start, the College will not provide this military attendance exception. For these reasons, it is required that the College personnel request deployment paperwork/orders to verify deployment status or to document evidence of a disaster area declaration prior to applying the attendance exception.

The College must record the student's actual last date of attendance regardless of the exception granted.

Attendance Policy for Short Duration and Non-Academic Programs

Short duration and non-academic programs do not have employment outcomes but are rather taken by students for purposes of personal development, enrichment, and/or pleasure. Course attendance is not taken for short duration and non-academic programs. Students who enroll in these programs are confirmed as participants based on any one of the following: completion of enrollment documents; payment of tuition fees; or a written confirmation of enrollment by the student. No grades or transcripts are issued for these programs.

Student financial aid is not available for these programs. These programs do not require approval from the Private Training Institutions Branch of the Ministry of Advanced Education of British Columbia and students of these programs are not entitled to make claims against the Student Completion Fund.