

Policy Title:	Student Attendance Policy & Procedure – English Academic Purposes EAP
Policy Number:	4011
Sponsor:	Vice President, Academic
Contact:	Registrar
Approved by:	Academic Council
Date:	May 15, 2024
Next Review Date:	May 15, 2027

1. Policy Statement

Attendance in English language training is important for student success and improvement in language skills. This policy sets out specific attendance requirements for language training at UNF. By means of the Agreement signed with UNF, The Language Gallery Canada (TLG) delivers an English for Academic Purposes (“EAP”) program for students at the University.

2. Scope

This policy is applicable only to students enrolled in the EAP program.

3. Policy

- a) Students are required to have a minimum in-class attendance of 80%.
- b) Failure to adhere to the attendance requirements will lead to failure of the course.
- c) TLG is required to inform IRCC and UNF if students are frequently absent and do not provide a doctor’s note or other good reason. This may affect temporary resident status.

4. Procedures

- a) All students must notify their instructor if they are unable to attend prior to class. In case of absence without notice, the instructor will contact the student to discuss the absence. In case of an emergency, students are required to reach out to their instructor or Academic Department to inform them of the absence. The Academic Team will discuss strategies with the student to improve their attendance.
- b) If a student misses classes for 3 days or more, the student must provide a doctor’s note. We can only authorize absence from classes with a signed medical note or valid dated letters, and/or appointment details.

5. Student's Responsibility

- Attending all scheduled classes and for actively participating in the class and in group work.
- Attending class on time and not disrupting others by arriving late (in face-to-face and synchronous sessions).
- All assignments and course content covered during missed classes.
- Notifying their instructor and the Academic Department via email in MyUNF in advance of a known absence. Attendance is critical to student success in exams, presentations, group work, submitting assignments or any other class activities. A clear written explanation and documentation for the absence must be provided to the instructor to ensure absence does not negatively affect the student's final grade.
- Providing documentation of valid reasons issued by a recognized professional (e.g., doctor) including but not limited to a valid doctor's note. If the student cannot provide the reasons for the absence before class or soon after because there are special or extenuating circumstance, they must submit documentation prior to the end of term.
- Informing instructors of any conflicts for religious observances within the first week of the term. They must also inform instructors if they are unable to attend classes, write exams, present to the class, participate in group work or other class activities, or submit assignments prior to class. After approval, the instructor shall provide alternative times or dates to make up the course requirements. All arrangements must be made in advance. Instructors may consult with Course Leads or the Department Chair for guidance on alternative arrangements.
- Bringing absences due of illness, accident, family problems or other extenuating circumstances to the attention of their instructor. Students may be required to provide supporting documentation.
- Notifying the Registrar's Office in writing when deciding to withdraw in accordance with the Voluntary Withdrawal procedures. Simply ceasing to attend does not constitute withdrawal from the University.