
ATTENDANCE

Approval Authority	Senate
Responsible Executive	Provost and Vice President, Academic
Related Policies / Legislation	Instructional Responsibilities (46) Course Withdrawal (81)

PURPOSE

This policy is to ensure attendance requirements at the University of the Fraser Valley (UFV) are fair, consistently applied, and appropriately communicated to students.

SCOPE

This policy applies to attendance in any course(s) offered for credit at UFV.

DEFINITIONS

In this policy the following definitions apply:

Attendance requirement: Any requirement to physically attend or to actively participate in a scheduled class or any course-related activity, including online activities, at a specified time.

Course: A set of lectures or lessons in a particular subject, with defined learning outcomes, offered under a designated subject code and course number.

POLICY

UFV encourages regular attendance and participation in all course activities to optimize students' learning. Mandatory attendance requirements, and the consequences for failing to meet them, shall be clearly communicated to students.

Mandatory attendance requirements at UFV include attendance at the first class of the semester and other attendance requirements specified by instructors. The Regulations section contains details of these requirements.

Students are responsible to be aware of and meet attendance requirements.

REGULATIONS

1. First class/start-of-course attendance requirement

The following regulations apply only to courses with scheduled classes and to online courses:

- Registered students are required to attend the first class of the semester for each course or, for online courses, to log in by a specified deadline. If a student is unable to attend the first class or log in by the deadline (whichever applies), the student is required to notify the instructor in advance.
- If a student fails to attend the first class or to log in by the deadline (whichever applies) and has not contacted the instructor, the instructor should notify the Office of the Registrar to withdraw the student, particularly if there is a student waitlist.

Note: Students who register for a course after the start of the first class, or after the log-in deadline for an online course, will not be withdrawn for non-attendance under this regulation; they must officially withdraw through Office of the Registrar withdrawal procedures if they choose not to complete the course.

2. Other attendance requirements

- Instructors may set attendance requirements for a course, provided such requirements are necessary for the achievement of learning outcomes.
- If attendance at course activities outside regular class times is mandatory for a course, notice will be published in the semester timetable. Dates will be made available to students at least one month prior to the start of the semester.
- Instructors will specify any other attendance requirements and the consequences for failing to meet them, in the course syllabus, to be given to students at the first class or within the first week of the semester if a course does not have regularly scheduled classes. Consequences for failing to meet mandatory attendance requirements may include, but are not limited to, course failure or withdrawal.

3. Withdrawals

Students who have been withdrawn under this policy will be notified in writing. Refunds/fee reductions will be in accordance with the published refund schedule.

4. Appeals

Students who have been withdrawn under this policy may appeal in writing, with a clear rationale and supporting documentation, to the dean responsible for the discipline. The dean will provide a response to the student's appeal within 7 business days. The decision of the dean is final.