

## AC507: Attendance and Participation

<b>Policy Title:</b>	Attendance and Participation
<b>Policy Number:</b>	AC507
<b>Owner:</b>	Sr. Vice President Academic
<b>Approved by:</b>	College Executive Team
<b>Effective Date:</b>	September 2022
<b>Reference:</b>	
<b>Links to Other Policy:</b>	

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

## BACKGROUND

### Definitions:

### Purpose:

The purpose of this policy is to set requirements and conditions for student attendance in classes and participation in learning activities. Included in this policy are responsibilities of each party, students and the college.

### Scope:

This policy pertains to all students, faculty members, College Placement Representatives, Associate Deans/Deans, Accessibility Services, and others involved in or supporting the delivery of learning outcomes at the College.

## POLICY STATEMENTS

### 1. Attendance

Attendance refers to presence in scheduled classes or related learning experiences. It is not tied to evaluation of learning outcomes and shall not be used in calculation of grades. Attendance data can inform analysis of the connection between teaching practices and patterns of student learning.

Taking attendance is at the discretion of the faculty. A faculty member's intention to take attendance shall be written in the course outline/learning plan and clearly explained to students.

Some programs are subject to attendance policies of external institutions or regulatory bodies that may supersede St. Lawrence College policy. In such cases, the governing policy pertaining to attendance, including any minimum required attendance standard, shall be written in the course outlines and clearly explained to students.

When compulsory attendance recording is required by a sponsoring agency, it is the student's responsibility to collect confirmation of attendance from professors/instructors.

## 2. Participation

Participation refers to student engagement in learning a learning experience that is designed to contribute to the achievement of stipulated learning outcomes.

Participation itself is not a measure of successful performance. However, the demonstration of specific skills within the context of participating within a learning experience may be assessed and may contribute to final evaluation. If participation in a planned learning experience is necessary for an assessment, the participation elements and the skill demonstration criteria must be objective and measurable. The expected elements of student performance and the criteria for evaluating these elements shall be written in the course outline, aligned directly to the course learning outcomes, and clearly explained to students.

### **MONITORING**

Sr. Vice President Academic

### **NEXT POLICY REVISION DATE**

September 2027

### **SPECIFIC LINKS**