

ATTENDANCE POLICY

1. Policy

Hanson Language School (hereinafter called 'HLS'), students are responsible for their own education. In order to receive the intended benefits of their courses, students are expected to attend all required classes and orientations. Students are also expected to follow the attendance requirements described in the course outline.

It should be noted that full-time student status is required of international students with study permits studying for 6 months or more in Canada. Poor attendance may be considered a violation of the conditions of a student's study permit.

2. Tracking Attendance

- 2.1. The impact of non-attendance on grades will be outlined at the beginning of the course.
- 2.2. Course instructors will take attendance in each class starting on the first day of classes.
- 2.3. Attendance will be continuously tracked by the School Academic Administrator, who will create a list of students with poor attendance.
- 2.4. Students that demonstrate poor attendance will be contacted by HLS via phone call and/or e-mail.
- 2.5. **Reporting to Immigration, Refugees and Citizenship Canada (IRCC):** as a Designated Learning Institution (DLI), Hanson Language School may be legally required to report student graduation and enrolment data to the federal government of Canada.

3. Reporting Absences

- 3.1. Students who are absent from any classes or orientations are responsible for learning any material missed within the published deadlines.
- 3.2. Students should notify their course instructor in advance if they are going to be absent for any reason and discuss the possibility of alternative arrangements for the completion and grading of any missed assignments, tests, or other evaluations.
- 3.3. It is at the discretion of the course instructor to make alternate arrangements for the make-up of missed work.
- 3.4. Missed assignments, tests, or other evaluative tools could result in the forfeiture of grades.
- 3.5. HLS is not responsible for ensuring that any missed material is provided to students.

3.6. An extended absence due to illness

- 3.6.1. A registered student who is absent for two (2) weeks or more due to illness must submit a doctor's note to the School Academic Administrator or designate to qualify for make-up evaluations.
- 3.6.2. A record of the receipt of this note will be kept on record in the student's file for the duration of the student's studies.

3.7. Missed evaluations during an absence

- 3.7.1. It is the expectation that students will make every effort to attend classes when evaluations are being conducted or are due for submission.
- 3.7.2. Students who are absent from classes coinciding with evaluation dates may be penalized for submitting evaluations after the due dates and can be denied the opportunity to make up for missed evaluations at the discretion of the instructor.
- 3.7.3. Exemptions from such penalties will be granted if medical documentation can be provided.
- 3.7.4. All other documented reasons for absence will be considered on a case-by-case basis.
- 3.7.5. Should the absence be foreseeable it is the expectation that the student will make prior arrangements to reschedule the evaluation or complete an alternate evaluation

4. Professional Conduct

- 4.1. A minimum of 75% attendance is expected in each class.
- 4.2. Five percent of a student's final mark is dedicated to Professional Conduct, which involves attendance, punctuality, and participation.
- 4.3. An accumulation of absences and/or tardiness will result in a loss of marks and potentially, the danger of not qualifying for the courses credit as a result of missed work and evaluations.