
Attendance

Academic Operations Manual

Approving Authority: SJU Senate Council

Established: January 24, 2014

Date of Last Review/Revision:

Office of Accountability: Vice-President Academic and Dean

Administrative Responsibility: Registrar

1 Policy Statement

Students are expected to attend all scheduled sections of the courses in which they have enrolled. Non-attendance does not constitute a course drop. Students are responsible for monitoring their class schedule on LEARN for any changes.

2 Student Removal and Replacement in High-Demand Courses

On occasion there may be extremely strong demand for a particular course. At the discretion of the department/instructor, the following procedure may then be enforced.

2.1 Students who do not attend class during the first week of term may be removed from the class and replaced by students from a waiting list maintained by the course instructor, unless they have justified their absence through the following procedure:

- Students who know that they cannot be present during the first week of class for a legitimate reason (such as a family problem, personal or health matter, or unavoidable work situation) must inform the instructor, either directly or through the departmental secretary, by telephone or electronic mail during regular business hours, before the start of the first class.
- A legitimate emergency may make the above impossible. Students wishing to retain their place must inform the instructor as soon as possible, but no later than the beginning of the first class of the second week of term.

2.2 Students may be required to present documentation confirming the reasons for non-attendance. Students who are removed from a class in accordance with this policy will be notified by the Registrar's Office at the University of Waterloo.