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## STUDENT ATTENDANCE

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POLICY NUMBER	ED 3-1
APPROVAL DATE	MARCH 23, 2009
PREVIOUS AMENDMENT	JUNE 22, 2005
REVIEW DATE	MARCH 23, 2014
AUTHORITY	SENATE
PRIMARY CONTACT	APPROPRIATE DEAN

### POLICY

**This policy does not apply to courses offered by the Open Learning Division of Thompson Rivers University**

Thompson Rivers University (TRU) recognizes the importance of student attendance and participation to success in his or her course or program of study. Students must ensure the accuracy of their registration status.

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### REGULATIONS

#### I. ATTENDANCE AT THE START OF A COURSE OR PROGRAM

##### 1. Attendance at the Start of a Course

A registered student is expected to attend the first class for each course in which he or she is registered. A registered student who does not attend the first two days of class and who has not made prior arrangements acceptable to the instructor may, at the discretion of the instructor, be considered to have withdrawn from the course and his/her course registration may be deleted. The seat may be reassigned.

##### 2. Attendance at the Start of a Limited Enrolment Program

A student enrolled in a limited enrolment program is expected to attend the first day of class for each course in the program. A student who is absent for the first two days of a limited enrolment program will be considered to have withdrawn from the program and his/her program registration will be deleted. The student's seat may be assigned to a waitlisted student at the discretion of the Department Chair or designate.

**II. GENERAL ATTENDANCE DURING A COURSE OR PROGRAM**

1. A student is expected to regularly attend lectures, laboratories, tutorial and seminar sessions for which they are enrolled. Admission to a lecture, laboratory, tutorial or seminar may be refused by the instructor for lateness, class misconduct or failure to complete required work.
2. Unless otherwise stated, a student will be expected to attend a minimum of 90% of class or lab time allocated to each course. However, due to the wide variety and diverse nature of courses and programs at TRU, individual departments or programs may set their own attendance requirements which will supersede the 90% requirement.
3. A student is expected to attend the first day of class of his or her course or program to receive a course outline which will include attendance requirements if different from the 90% requirement.

In the case of deficient attendance without cause, a student may, on recommendation of the instructor and with the sanction of the instructor's Dean or Chairperson, be withdrawn from a course. TRU's withdrawal policy (ED 3-0) will apply.