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|  BRANDON UNIVERSITY | Attendance Policy | Approved by: Education Faculty Council |
| Faculty of Education Administrative Policy | First Approved: May 2007 | Updated: May 2018 |

1.0 Policy General Purpose

The Faculty of Education is a professional faculty. In professional faculties, teaching contact hours matter. Class participation is an essential element. Professional faculties are distinct in this way from undergraduate programs, in which participation in class activities may not be required. Students are expected to organize their schedules so that they can attend all classes. When students are present they not only learn from other students and their instructors, but contribute their own experiences and knowledge. Attendance and participation are expected of pre-service professionals. Participation in class activities may be considered in the assigning of a grade.

2.0 Policy Guidelines

As pre-service professionals, the Faculty of Education expects exemplary academic performance from students, including:

- Attendance and class participation is expected.
- It is a student’s professional obligation to provide professors with written documentation, in advance where possible, for each absence.
- Professors may require students to complete additional assignments to make up for absences.
- Appeals of any disputed course grade are made following the Grade Appeals procedures (see General Calendar Grade Appeals).

3.0 Scope of the Policy

Applies to all students in Faculty of Education programs.

4.0 Definitions

None

5.0 Reference to Other Policies

The Faculty of Education Professional Standards policy states that:

- 2.1.2 Students are expected to attend and participate in all classes. Participation in class activities may be considered in the assigning of a grade. (General Calendar 4.2.1).
- 2.1.3 If a student must be away, it will be discussed with the instructor before, or if unable to do so, immediately after the absence. (General Calendar 4.2.1).

6.0 Approval Process
Faculty of Education

7.0 Appendices
N/A

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.
