



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Attendance - Policy 030

Policy Statement

In order to facilitate and ensure the University commitment to excellence in teaching and research, scholarship, and service to the broader community, students are required to attend the initial on-campus course, unless given a special exemption by the Chief Academic Officer. Students are also expected to participate in classes, whether in person or on line, to the extent required by their instructors.

Related Policy

Approval of Graduands
Academic Appeals and Complaints
Dispute Resolution
Student Evaluation in a Course

Definitions

University means Pacific Coast University for Workplace Health Sciences, a corporation established under the Act.

Procedures

Students who fail to attend the initial on-campus course in which they are registered and who do not have special exemption in advance may be withdrawn from the program. Where a faculty member determines that a student should be withdrawn, the faculty member will send a notice to the Chief Academic Officer requesting withdrawal. The Chief Academic Officer will review the situation, inform the student of the action taken and contact the Registrar to withdraw the student from the program if appropriate.

Dates for the on-campus course will be made available to students at least four months prior to the start of the course.

At the first meeting of the course, whether online or in person, instructors will specify attendance requirements and the consequences of failing to meet them.

A student may appeal an attendance related decision as outlined in the University's policy on Academic Appeals and Complaint.

Approvals and Responsibility

Approved by: Board of Governors, March 27, 2012.
Approved by: Academic Council, April 12, 2012
Revised: June 18, 2014
Responsibility: Chief Academic Officer