

Attendance and Absenteeism Policy

Policy ID: TBD

Approved by: Academics, EAP Academics, and Compliance

Executive(s) Responsible: Executive Director of Operations and Infrastructure

Administrator(s) Responsible: Academics and EAP Academics/Student Services

Revision Date: November 8th, 2023

Effective Date: November 8th, 2023

Next Review Date: November 8th, 2024

Background & Scope

Toronto School of Management (TSoM) is committed to promoting student success. An integral part of the successful completion of our academic programs is regular attendance, which TSoM requires of every student. Not only does it foster good habits, but it also provides students with the personal integrity and productivity that attracts prospective employers. As such, TSoM monitors students' daily attendance in all of its programs.

Furthermore, international students with valid study permits are required to actively pursue studies to maintain their legal status. In short, students must remain enrolled and make reasonable, timely progress toward program completion. Failure to do so may have negative consequences pertaining to legal status and eligibility to work on and off-campus.

It is the student's responsibility to fully understand the requirements stated in this policy as failure to do so may affect their ability to successfully complete their program of study.

Purpose of the Policy

The purpose of this policy is to make clear TSoM's attendance and absenteeism requirements and regulations and the penalties for students who do not adhere to them.

Policy Statement

1. Minimum Attendance

- 1.1 ACCA, certificate, and diploma program students are required to maintain a minimum of 70% attendance during scheduled class time.

- 1.2 EAP students are required to maintain a minimum of 80% attendance during scheduled class time.
- 1.3 If students do not meet the minimum attendance requirement in a registered module/paper, they will lose the privilege of retaking failed assessments as well as other student privileges.
- 1.4 Consequently, if a student receives a failing grade for a module, he/she will be required to retake the entire module.
- 1.5 Attendance will be taken daily for each class by the instructor and compiled at the end of each module.

2. Tardiness and Attendance

- 2.1 If a student arrives more than 30 minutes late or leaves more than 30 minutes early without informing the instructor, their Academic Manager, or the Academics Department, he/she will be marked as present for half the class only.
- 2.2 If an ACCA, certificate, or a diploma program student is late or unable to attend class due to circumstances beyond their control, he/she is advised to inform the Academics Department at academics@torontosom.ca as soon as possible.
- 2.3 If an EAP student is late or unable to attend class due to circumstances beyond their control, he/she is advised to inform EAP Student Services at eapstudentservices@torontosom.ca.
- 2.4 Additional assignments may be assigned at the discretion of the instructor to make up for missed classes.
- 2.5 ACCA, certificate, and diploma program Instructors will notify Academics when a student is falling below the 70% attendance mark and he/she will be sent an e-mail notification.

- 2.6 EAP program instructors will notify EAP Academics when a student is falling below the 80% attendance mark and he/she will be sent an e-mail notification.

3. Excused Absences

- 3.1 It is recognized that there may be times when a student is absent from their classes due to illness, injury, or extenuating circumstances. In such cases, students may request to be excused for their absence and if approved, the absence will not be included in the minimum attendance requirement calculation.
- 3.2 In case of absence due to illness or injury, ACCA, certificate, and diploma program students are required to notify Academics at academics@torontosom.ca, and EAP students are required to notify EAP Student Services at eapstudentservices@torontosom.ca.
- 3.3 Students must also submit a doctor's note on their return if they are absent for five consecutive days or more.
- 3.4 If possible, requests for excused absences for reasons other than illness or injury should be submitted at least 24 hours prior to the scheduled class.
- 3.5 Supporting documentation should be provided as appropriate.

4. Late Program Starters

- 4.1 For certificate/diploma programs and the ACCA Preparatory Course, students are given a two-week late arrival window from their registered intake commencement date to be able to attend classes.
- 4.2 EAP students are given a one-week late arrival window from their registered intake commencement date to be able to attend classes.
- 4.3 Students who are unable to begin classes within the late arrival window have the option of deferring their start date to the next intake.
- 4.4 This supersedes TSoM's [Admissions Deferral Policy](#).

5. Authorized Leave

- 5.1 Students may apply for authorized leave for the following reasons:
- i) Medical illness or injury;
 - ii) Parental/Pregnancy Leave;
 - iii) Family emergency;
 - iv) Death in the family;
 - v) Serious illness of a family member;
 - vi) Military Service; or
 - vii) Other serious/exigent circumstances.
- 5.2 Students who are granted an authorized leave will not be withdrawn from TSoM as it does not affect their status as a registered student.
- 5.3 Any leave taken from a program of study must be authorized by the Department Head.
- 5.4 Students wishing to take an authorized leave must contact their Academic Manager with documented proof confirming the genuine need for a leave, such as a letter written by a medical professional.
- 5.5 Students are required have a return-to-study academic plan created by their Academic Manager prior to commencing their leave.
- 5.6 Students cannot take more than 150 days total per program of study. If students do not resume their studies within 150 days, they need to either leave Canada or change their status, such as to visitor status or worker status. For more information, consult an RCIC or [the IRCC website](#).
- 5.7 Students on authorized leave are not permitted to work in Canada. This restriction (along with others in this section) align with those of the IRCC, which can be found [here](#).

6. Missed Assessment(s)

Students who miss/fail to submit assessments due to absence, approved or unapproved, will be subject to the measures below.

a) Approved Absences

- i) If approved, the faculty member will provide reasonable opportunity for the student to make up the missed work. Students are ultimately responsible for meeting with the faculty member and completing assigned work.
- ii) The faculty member will determine if the evaluation needs to be completed prior to, or after the original date of the missed evaluation.
- iii) For unique in-class learning experiences and/or evaluations, the faculty member may design an alternate assignment, if feasible.

b) Unapproved Absences

- i) No alternate methods to make up the missed work/evaluation will be made by faculty members for unapproved absences.
- ii) A mark of zero (0) will be given for all evaluations during unapproved absences.

7. Appeal(s)

Should a Student Absence Request be unreasonably denied, the student may request a review of the decision by the Academic Manager for the program of study, who will review the request, consult with the faculty member, and render a decision which will be final and binding.

Definitions

According to the ISP Regulations (page 5), an international student is “a foreign national authorized to engage in postsecondary education or training in Canada under a Study Permit[.]”

Similarly, the PCC Act (2005) defines an international student as a student “who applied for or received a temporary resident visa as a member of the student class under the *Immigration and Refugee Protection Act*[.]” O. Reg. 415/06, s.1.

Related Legislation

- 1) Immigration and Refugee Protection Act, 2002.
- 2) ISP Regulations (2022)
- 3) Private Career Colleges Act, 2005.

Related Policies

Policy Name	Policy Number
Admissions Deferral Policy	TBD
Readmittance and Reinstatement Policy	TBD
Student Code of Conduct	TBD
Suspension and Expulsion Policy	TBD

Document History

Date	Approval/Review/Key Change(s)
November 2023	Addition of the Authorized Leave section; 3.3 changed to 5 days.
May 31 st , 2023	Reviewed and reformatted; point of contact now Academics only; addition of EAP program requirements; addition of consequences of missed assessments.
March 22 nd , 2022	Reviewed and updated.