

## Policy on Attendance and DN

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Policy Author	University Council
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History	<p>The Policy was reviewed and updated by the UC on 15<sup>th</sup> November 2023.</p> <p><i>Addition of a clause discussing entering class late or leaving the class early.</i></p>

# Policy on Attendance and DN

## Policy

This policy clarifies the rules and regulations associated with attendance and dismissal from a course for failure to meet YU attendance requirements.

## Introduction

This policy clarifies who is responsible for the enforcement of attendance at YU, and how and when exceptions may be granted by whom.

## Policy Content

Attendance and Punctuality are required for all YU classes. Faculty will record all absences faithfully and daily in the Edugate system.

**Attendance should be taken as soon as the class begins. Students should be given 10-minutes of the class time as a grace period after which they should NOT be permitted to enter the classroom and should be counted absent, and if any student who leaves class early will be counted Absent as well.**

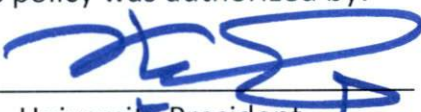
Once a student is recorded absent for **20%** of the attendance period in any course, the student will be dismissed from the course and sent a strongly worded text message and email advising him/her that s/he has earned a DN. Once a student receives a DN notification, s/he will be removed from the course, and may only return upon written petition to the College Council (CC). The student may continue attending the class temporarily pending the decision of the CC if the student files his/her written appeal to the CC within ten working days of being notified of the DN. The only acceptable excuses that may be considered by the CC are: documented admission to a hospital; documented death of an immediate family member, other documented and uncontrollable emergencies as considered by the CC. A student CANNOT appeal a DN grade if his/her course absence is **30%** or above. If a student has been granted permission to miss classes for a university-sponsored event, then that will be taken into consideration by the CC; however, the attendance record must remain an accurate reflection of the classes missed and should not be altered.

## Exceptions

The University Council reserves the right to decide on any situation/circumstance outside of the conditions stated in this policy.

## Authorization

This policy was authorized by:

  
University President

Date: 16-11-2023