

## Attendance and Absenteeism Policy

### 1. Policy Statement

Regular participation in all classes and completion of all class assignments are essential for obtaining satisfactory grades. **Students are required to maintain a minimum of 70% attendance during scheduled class time.** If a student does not meet the minimum attendance requirement in a registered module/paper, the student will lose privilege of retaking failed assessment as well as other student's privileges including but not limited to vacation request outside of scheduled breaks. Consequently, if student receives a failing grade for the module/paper he/she will be required to retake entire module when possible. Attendance will be noted daily for each class by the instructor and compiled at the end of each module/paper.

### 2. Scope

Toronto School of Management (TSOM) requires students to maintain regular attendance in class. 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.

### 3. Tardiness and Attendance

If a student arrives more than 30 minutes late or leaves more than 30 minutes early without informing the instructor, Academic Manager or Student Services, he/she will be marked as present for half day.. If the student is late or unable to attend the class due to circumstances which are beyond their control, he/she is advised to call and inform the Student Services Department at 416-800-2204 or email at [studentservices@TorontoSoM.ca](mailto:studentservices@TorontoSoM.ca) giving a proper notice in advance. Additional assignments may be assigned at the discretion of the instructor to make up for missed classes. An instructor will notify the Department of Academic Affairs or Student Services Department when a student is falling below 70% attendance email notification will be sent to the student to clarify the matters.

### 4. Excused Absences

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 70% attendance requirement calculation. In case of absence due to illness or injury, students are required to notify the Student Services Department, students must also submit a doctor's note on their return if they are absent for two consecutive days. Requests for excused absences for reasons other than illness or injury should be submitted to the Student Services Department or the Department of Academic Affairs a minimum of 24 hours prior to the scheduled class where possible. Supporting documentation should be provided as appropriate to the circumstances. Students can contact Student Services Department by calling at 416-800-2204 or email at [studentservices@TorontoSoM.ca](mailto:studentservices@TorontoSoM.ca)

## 5. Late Program Starters

For diploma programs, students are given a two-week late arrival window from their registered intake commencement date to be able to join the classes. For Preparatory Course for ACCA examination, students are given a two-week late arrival window due to a different program schedule. However, if students are unable to join within the late arrival window, they have an option to defer their start date to the next intake.

Last Updated: August, 2019