

## Department of Education Leadership, Management and Policy

### ELMP Attendance Policy

---

Student attendance in courses is crucial to academic success and maintaining a high-quality educational environment. As such, all students must attend at least 75% of the in-seat hours of all course for which they are registered. Individual programs may choose to set more stringent attendance requirements. A student who is unable to attend 25% or more of a course must either:

- (a) take that course again in its entirety at another scheduled time; or
- (b) take another course if the course in question is an elective.

If a student is unable to attend at least 75% of the in-seat hours for a class and cannot meet the aforementioned conditions, the student will not receive credit for the course. Individual programs may choose to set more stringent attendance requirements. Rare exceptions to this policy will only be considered for severe illness, family emergency, extraordinary job requirements, military service or other circumstances deemed exceptional and/or extraordinary. In all cases, a student must submit in a timely manner (no later than one week after the missed class if at all possible) a written request for consideration of the exception to their course instructor and the ELMP department chair. The decision of the chair will be final. Failure to adhere to this policy can be considered grounds for dismissal from the program and/or failure of the course in question.

Adopted February 12, 2020  
ELMP Department Meeting