



## **Academic Upgrading Program Expectations: Attendance and Engagement**

At NAIT, we believe in empowering our students to take charge of their own learning journey. We recognize that success is driven by motivation, active participation, consistent attendance, and effort. Our students have access to a wealth of resources, both human and physical, designed to support their educational goals. By embracing their role as active participants in their education, students can unlock their full potential and make the most of their time at our institute.

NAIT's Academic Upgrading program is committed to student success. The philosophy behind student attendance expectations is that regular student attendance is a core component of creating an environment where students have the opportunity to succeed academically, develop important life skills, and build a strong sense of community.

### ***Class Attendance, Reporting Absences, and Punctuality***

To support continuous improvement and engagement, students are required to communicate proactively with their instructors about any absences. Regular attendance is crucial for achieving the desired outcomes in the Academic Upgrading Program; thus, absences and tardiness must be addressed promptly to avoid disruptions to personal and peer learning. Missing more than five consecutive classes may require the student to provide their instructor with a doctor's note upon their return. If the student's attendance or punctuality issues are affecting their learning and/or if a student is regularly late causing disturbance to the learning of others, the course instructor may take more formalized measures to effectively attend to these issues.

Students arriving late to a lab and/or miss the safety instructions may not be allowed to attend the lab and will be considered absent for the entire lab. Missed labs cannot be rescheduled to collect the data. Thus, receiving a zero mark for that lab.

### ***Active Participation***

Active participation is crucial for mastering course content and the overall Academic Upgrading Program objectives. Students must engage fully in class activities and discussions to maximize their learning experience. An instructor may choose to not grant permission for a student to write a Summative exam if the instructor judges that the student has not attended class enough to demonstrate formative progress toward achievement of the outcome. The instructor is responsible for informing their class if they may enact this.

### **Communication of Missed Content**

Students are responsible for catching up on any missed assignments or content due to absences or tardiness by consulting their instructors upon their return. This ensures they remain aligned with the class progress. A student may choose to approach the instructor through email, at break, or request to meet the instructor to find out what was missed.

Assignments or lab reports handed in after the scheduled due dates may be subject to mark penalties as determined by individual instructors.

## **Actions following Unsatisfactory Standing in Academic Upgrading Program**

If attendance and punctuality issues persist despite the instructor's and/or program's effort to resolve them, the student may be placed on Academic Probation, which will be communicated to the student in writing. Probationary letters are written on a case-by-case basis and will include requirements for a student to continue attending upgrading courses. If requirements are not met, consequences may include removal from the course or program (in accordance with NAIT Academic Procedures and Regulations).

A student who fails the same course 3 times may not be permitted to register in that course again. Similarly, a student who does not show overall satisfactory progress through the Academic Upgrading Program, including failure in courses, excessive absences, and contravention of NAIT's Academic Procedures and Regulations, may be asked to withdraw from the Program in consultation with the Program Lead or Manager and/or may not be given permission to register in the Academic Upgrading Program in subsequent terms. If these actions are taken, the student will be notified in writing.

### ***Attendance of Summative assessments***

NAIT's Academic Upgrading program follows Outcomes Based Educational framework. Regular attendance and classroom participation are essential in students demonstrating proficiency in course learning outcomes. As such, if a student has poor attendance, that student may be refused permission to write a Summative exam on the recommendation of the instructor.

Attendance at all scheduled summative assessments and final exams is mandatory. Absence without valid, documented reasons, like a medical emergency, will lead to a zero grade. However, if a student knows ahead of time that they cannot attend a summative exam, the student may, in conference with the instructor and before the scheduled exam date, arrange a deferred exam date or time. This is at the discretion of the instructor.