

## **ESL Program Expectations: Attendance and Engagement**

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 ESL 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.

### **Active Participation**

Active participation is crucial for mastering course content and the overall ESL 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.

### **Actions following Unsatisfactory Standing in ESL 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 ESL 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 ESL 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 ESL Program in subsequent terms. If these actions are taken, the student will be notified in writing.

### **Attendance of Summative (Final) Exams**

The English as a Second Language Program has undergone curricular Program Mapping which has received approval of the Provost and Vice President Academic of NAIT. NAIT's ESL programs 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 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.