

 CAPILANO UNIVERSITY		POLICY	
Policy No.		Officer Responsible	
S1990-01		Vice-President Academic and Provost	
Policy Name			
Attendance Policy			
Approved by	Replaces		Category
Senate	EC1990-01		Academic
Date Issued	Date Revised	Date in effect	Related Policies
March 1990	April 1, 2025	April 1, 2025	S2009-06 Course Outlines of Record and Course Syllabi Policy B.108 Credit and Non-Credit Courses Policy

1. PURPOSE

This policy is to ensure attendance requirements at Capilano University are fair, consistently applied, and clearly communicated to students.

2. DEFINITIONS

“Course Outline of Record” is the contract between Capilano University, its students, and other post-secondary institutions. It functions as the official record of the course, as approved by the University Senate, as delivered by this institution and is the outline of record for multi-section courses.

“Course Syllabus” is the section-specific contract between the instructor and the students. It develops and/or expands upon the framework of the course outline of record.

“Student” means an individual enrolled in any course (credit or non-credit) at the University.

3. SCOPE

This policy applies to student attendance in all credit courses at Capilano University as they are defined in Policy B.108 Credit and Non-Credit Courses Policy.

4. POLICY STATEMENT

- 4.1 Students are expected to attend all scheduled course components including but not limited to lectures, laboratories, tutorials, seminars, field trips, practica, work experience, private lessons, and assessments. Attendance may be mandatory in cases where participation is essential for conducting the planned instructional activities or where attendance is required by an external or accreditation body.

- 4.2 In all cases, the attendance expectations will be clearly articulated on the course outline of record, the course syllabus, and reviewed with students at the start of the semester.

5. DESIGNATED OFFICER

The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Director, Teaching and Learning.