
Student Attendance and Academic Concessions

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Objectives

This procedure forms part of Policy 5110, Student Attendance and Academic Concessions. It describes the process for faculty to communicate attendance expectations or Requirements and for Students to request Academic Accommodations and Concessions due to Excused Absences.

Who This Procedure Applies To

This procedure applies to Students and to members of the BCIT community who are involved in addressing student absences from scheduled course activities or Student Accommodations.

Overview

Instructors are encouraged to record attendance, even when attendance is not required. Individual program areas may require instructors to record attendance. In cases where a student is not regularly attending, instructors or Program or Department Heads should inquire into the student's attendance or refer them to Early Assist if concerned about their academic progress or wellbeing.

Schools and Departments are encouraged to include an attendance section on all course outlines, outlining expectations regarding attendance and information on how to report an absence or request an Excused Absence and to whom (i.e. instructor, Department Head, or Program Head).

As an initial response, the instructor and the student will attempt to informally resolve matters relating to unsatisfactory attendance and participation in a course.

Related Documents

BCIT Policies

Policy 4501 Accommodation for Students with Disabilities
Policy 5103 Student Evaluation

Definitions

The definitions set out in Policy 5110 apply to this Procedure.

Procedure

Requesting an Academic Concession or Academic Accommodation due to unavoidable absence

Students should bring any pending absence from class to the attention of their instructor, Program Head, or Department Head.

- Instructors, Program Heads, and Department Heads may withhold approval of unreasonable requests for absences.
- Students are responsible in cases of unexcused absences for ensuring they seek and access course content they have missed, preferably from a classmate or recording (if available).
- In cases of unexcused absences, instructors are not obligated to provide learning from the missed day in another manner, nor provide an alternative evaluation for any missed evaluation. However, instructors are not permitted to stop marking assignments or other evaluative components solely due to the student being absent.

Students who require an Accommodation or Academic Concession due to absence must request in writing an Excused Absence from their instructor, Program Head, or Department Head.

- Students are expected to make such requests in advance unless their absence is due to an emergency or unexpected circumstance, in which case it may be made after the absence.
- When the absence relates to a Protected Characteristic, the instructor, Program Head, or Department Head is required to grant reasonable Accommodations due to the absence up to the point of undue hardship for BCIT.
- In all cases the instructor, Program Head, or Department Head must respond in writing with a determination of whether the request meets the criteria for an Excused Absence.
 - In cases where requests are approved, students must be given alternative means to make up the missed Assessment or learning related to an Attendance Requirement.
 - Students may consult with their Associate Dean, the Student Life Office, BCITSA Advocacy or the Respect, Diversity, and Inclusion Office (RDI) for advice on requesting an Excused Absence and alternative means of assessment and learning.

In most cases, instructors are responsible to provide the necessary Accommodation or Academic Concession; if the instructor is unable to do so they should consult their Associate Dean for support.

If an instructor, Program Head, or Department Head believes such an Accommodation would create undue hardship for BCIT, they must consult with the appropriate Associate Dean. The Associate Dean may consult with Student Success or RDI before determining undue hardship. In cases wherein the Associate Dean will deem the request undue hardship, they are required to consult with RDI.

Accommodations and Concessions may include alternative assignments or exams, changing the weighting of assignments, or modifying deadlines.

In order for students to make informed decisions about unexcused absences, they should inquire with their instructor regarding the potential impacts of missed classes, assignments and/or events.

Documentation

An instructor, Program Head, or Department Head may request appropriate supporting documentation (not including personal medical information) only when absences violate stated Attendance Requirements or lead to missed deadlines or exams. Not all absences require documentation or evidence. In cases of brief or intermittent absences due to illness, medical notes should not be requested. It is not generally appropriate to require documentation to support religious accommodations. Students should not provide supporting documentation unless asked to do so.

Requesting an Academic Accommodation for religious or Indigenous cultural observances

Students should provide notice to their instructors, Program Head, or Department Head as soon as reasonably possible in advance of their expected absence from class or an event for religious or Indigenous cultural observances (normally at least 14 days). In consultation with the student, the instructor, Program Head, or Department Head will offer a reasonable means of Accommodation. The type of accommodation, which may involve adapting an Assessment or deadline, is at the discretion of the instructor, Program Head, or Department Head.

Instructors are encouraged to consult BCIT's multi-faith calendar when scheduling exams; noting, however, that students may observe religious or cultural days not indicated on this calendar. Instructors may also consult with RDI to discuss individual cases.

Forms Associated with This Procedure

None

Amendment History

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 5110-PR1 (version 1)	2025 June 04	In Force [Sept. 2026]

Scheduled Review Date

2030 June 04; or earlier if required due to operational or regulatory changes.