

Active Participation and Attendance for PSW

Policy ID: 2-226b

Approved by: Vice President Academic

Executive(s) Responsible: Vice President Academic

Administrator(s) Responsible: Academic Director; PSW Program Lead

Revision Date: September 25th, 2024

Effective Date: October 1st, 2024

Next Review Date: October 2025

Background and Scope

The Ontario Career Colleges Act, 2005, requires the program to manage student attendance in accordance with an active participation policy. This policy applies to all students, faculty and administrators in the PSW program only. Unless otherwise stated, students, staff and faculty in other programs offered by the Ontario Institute for Health and Innovation (OIHI) are governed under the general attendance policy 2-202.

Purpose of the Policy

This policy outlines OIHI's attendance requirements and the responsibilities of students, staff and faculty regarding attendance. There are minor but significant differences between this policy as it relates to PSW students, this is to ensure alignment with the National Association of Career Colleges' PSW curriculum.

Definitions

Attendance: is the act of being present at scheduled classes, lectures, or other required educational activities within the academic program. It includes actively participating in the educational process by being physically or virtually present, engaging in discussions and activities, and fulfilling other requirements as specified by the institution.

Full-time: refers to delivery of 100% of the course load approved by the Superintendent of Private Career Colleges and a minimum of 20 Hours of Instruction a week.

OSAP: refers to the Ontario Student Assistance Program, an umbrella term for government loans, grants, and awards offered to Ontario postsecondary students, including Canada-Ontario Integrated Student Loans.

Policy Statements

1. OIHI will deliver the approved PSW program on a full-time basis, including scheduling classes in accordance with the NACC (National Association of Career Colleges) curriculum with approved by the Superintendent of Career Colleges.
2. OIHI will exercise due diligence to ensure that each student is actively pursuing their studies and inform the Ministry if the student does not for a period of 28 consecutive calendar days or more.
3. OIHI will use an appropriate method to track student participation, progress and performance in a virtual/online learning environment. See the 2-227 Visual Confirmation Policy for more details on confirming active participation in a virtual/online learning environment.
4. OIHI will ensure a student's absences resulting in missed course requirements are documented.
5. OIHI will ensure that students in virtual or online learning environments are progressing through their studies and that mid-point evaluations are recorded for a second confirmation of enrolment.
6. Attendance will be monitored actively whether the class is delivered virtually or in person to ensure that students who are not meeting attendance requirements are marked accurately.
7. OIHI will inform students prior to beginning their program that they are expected to:
 - 7.1. Attend all scheduled classes and actively participate in their studies to satisfy full-time status as stated in the student's enrolment contract.
 - 7.2. Complete all course requirements by the approved study period end date, including those missed or failed due to absence.
 - 7.3. Notify OIHI of absences that are likely to last four consecutive weeks or more.
 - 7.4. Understand that OIHI must report absences of 28 days to the Ministry, potentially impacting financial aid. Please note that absences of 28 consecutive calendar days may also lead to administrative withdrawal from the institute.
8. The student must inform OIHI and their faculty immediately regarding absences, late arrivals, and early departures.
 - 8.1. Incomplete attendance (late arrivals, early departures) is considered absence. In a program such as PSW, it is critical that students do not miss vital information and skill development.
 - 8.2. Students must discuss planned and unplanned absences with their faculty and student success, providing adequate documentation when necessary.
9. Faculty are expected to remind students of the consequences of class absences and missed evaluations.
10. Faculty are expected to record attendance in a manner accessible to program administrators, informing them of student absences.

11. Faculty must refer students to student success to discuss the impact absences, late arrivals and early departures have on their continued registration in the program
12. The financial aid office is responsible for reporting student activity for the purposes of administering the disbursement of public financial aid resources. In Ontario this is OSAP funding.
13. As per the 2-227 Visual Confirmation Policy, students must be present with cameras enabled during course time and evaluations to ensure student’s identity and active participation can be verified.

Related Legislation

- Ministry of Colleges and Universities (2021). Requirements for The Approval of Private Institutions Providing Postsecondary Education Programs in Ontario for Ontario Student Grants and Ontario Student Loans and for The Administration of the Ontario Student Assistance Program by Approved Private Institutions (The “Performance Requirements”).
- Ministry of Colleges and Universities (2023). 2023-24 OSAP Student Activity Update: Withdrawal and academic progress.

Related Policies

Policy Name	Policy Number
Visual Confirmation Policy	2-227
Attendance Policy	2-202
Hybrid Learning Delivery Policy	2-225

Document History

Date	Approval/Review/Key Change(s)
August 21, 2024	Drafted by Academic excellence.
September 25 th , 2024	Rebranding