

Attendance Policy

Policy ID: 2-202

Approved by: Vice President, Academic

Executive(s) Responsible: Vice President, Academic

Administrator(s) Responsible: Academic Director

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Background and Scope

The Ontario Institute for Health and Innovation (OIHI) is dedicated to fostering student success through monitoring regular and consistent student attendance in all academic programs. Consistent attendance is crucial for completing our programs and helps develop habits that contribute to personal integrity and productivity—traits highly valued by potential employers. To support this, OIHI monitors students' attendance daily across all programs.

Each student is responsible for prioritizing their education by attending classes as scheduled. Additionally, maintaining minimum attendance is mandatory for students receiving provincial financial aid.

This policy applies to all students enrolled at OIHI.

Purpose of the Policy

This policy clearly outlines OIHI's attendance requirements and specifies the penalties for students who fail to meet these expectations.

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.

Part-time: refers to the status of a student taking 2/3rds of the course load approved by the Superintendent of Private Career Colleges within a period of study.

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 Statement

1. Students are expected to attend all scheduled classes for the program in which they are enrolled.
2. OIHI tracks student participation, progress, and performance and ensures that all course requirements missed or unfulfilled by the student due to absence are documented in the Student File.
3. The student is responsible for informing their instructor(s) and OIHI of any absence expected to last two (2) consecutive weeks or more. Students are encouraged to contact the registrar and student success when their studies are significantly disrupted to consider their options.
4. OIHI must report absences of twenty-eight (28) consecutive calendar days to the Ministry of Colleges and Universities. Students with twenty-eight (28) consecutive calendar days will be withdrawn from OIHI.
5. A student must maintain satisfactory attendance to pass a module. Satisfactory attendance requires students to be present for at least 70% of their course load.
 - 5.1. Missing several classes is discouraged but does not immediately mean the student is at risk of being withdrawn from their studies or failing the module.
 - 5.2. Students with too many absences should contact student success to consider their options.
6. If the student stops their studies completely or drops to part-time studies, they are considered to have withdrawn from full-time studies. The reason for the withdrawal can be student-based (the student's decision to stop attending full-time studies) and/or due to actions taken by OIHI. In either instance, the Ministry must be notified as the student is no longer eligible for full-time OSAP funding and/or continuation of interest-free status.
7. OIHI strives to ensure equal learning opportunities for all students, including those with disabilities. If a student's disability prevents them from attending all scheduled classes for their program full-time, accommodations will be made. Despite reduced attendance, such students may still be eligible for OSAP assistance as full-time students, subject to approval from the Ministry.
8. The student may be withdrawn from their program of study due to unsatisfactory attendance and failure to provide valid reasons for their absences. Fees for missed courses will not be refunded, and the student will need to retake these courses to fulfill graduation requirements. Each instance will be reviewed on a case-by-case basis. Please refer to the Expulsion Policy for more details.

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
Administrative Withdrawal and Expulsion Policy	4-402
Visual Confirmation Policy	2-227

Document History

Date	Approval/Review/Key Change(s)
Jul 25th, 2024	Revision by Academic Excellence
September 27th, 2024	Rebranding approved VP Academic