

Policy Name: Attendance and Enrolment  
Approving Authority: Academic Council

Policy # AA-017  
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## **Statement**

The Attendance and Enrolment Policy of Beal University Canada (“BUC” or the “University”) provides the details related to academic policies pertaining to students’ academic expectations at the University. The Academic Council approves this policy and will review this policy annually.

## **Purpose**

The purpose of this policy is to provide the guidelines of attendance and enrolment information to students.

## **Roles and Responsibilities**

Responsibility for the implementation of this policy lies with the Registrar and academic faculty. The Vice President of Academics holds oversight responsibility.

## **Policy**

The attendance and enrolment policy provides the guidelines to which the University adheres and which are disseminated to the students enrolled at the University.

This policy informs the students of the requirements and expectations of their enrolment in the program(s) at the University. Specifically, requirements relating to attendance, homework, class size, course schedules, registration, course cancellations, auditing classes, prior learning assessment and recognition, transfer students, readmitting students, acceptance, change of grade, change of program, and leave of absence.

The University supports a respectful, discrimination- and harassment-free learning environment, through the promotion of equity, diversity and inclusion. The University is committed to fostering a learning environment where individuals from all backgrounds have equal opportunities to pursue an education. The University acknowledges that equal access to opportunities and services may require treating particular individuals and groups differently through the removal of barriers that marginalized equity-seeking groups experience in trying to obtain this access. This could include attitudinal, historic, social and environmental barriers based on age, ethnicity, disability, economic status, marital status, family status, Indigenous identity, nationality, race, creed/religion, gender, sexual orientation and gender identity, gender expression, etc. The University is committed to remove barriers to opportunity by promoting equity, diversity and inclusion and creating more inclusive learning environments. The University provides academic and non-academic accommodations and accessibility pursuant to the applicable provincial human rights legislation. Academic accommodations enable students to demonstrate their knowledge and skills and meet the essential requirements of the program. Academic accommodations do not reduce academic standards or alter essential requirements, they provide equitable access to participation.

The University provides individualized accommodations and accessibility supports for students with permanent, episodic, or temporary disabilities and medical conditions, helping to create a learning environment in which disabilities are not a barrier to completion of courses and programs. We do this, in part, by removing barriers to access, deploying technologies that facilitate access for students with disabilities, and providing academic

accommodations and other resources.

The University promotes mental health advocacy throughout the University community. The University provides free webinars, literature and 24/7 online/phone mental health resources and a well-being online tool for students through a partnership with Homewood Health. This service supports healthy living and student success with confidential counseling for students and their family members.

The Student Services department is available to assist students and faculty with developing an accessible learning environment and individual plans of accessibility and accommodations to support the academic success of our students.

### Attendance

Equity, diversity, inclusion, and accessibility are fundamental principles embedded in our student attendance policy, ensuring that all students have equal opportunities to thrive and contribute to our diverse educational community.

The University emphasizes the need for all students to participate in classes in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Participation is critical to proper skill building and achieving competency in the learning outcomes in each program. The guideline on class attendance states:

- Students are expected to attend all classes, laboratories, tutorials, or other class meetings
- Students are also expected to complete all assignments

Beal University Canada expects students to attend all classes as required by the course syllabi. For the BScN program, it is expected that there will be 100% attendance for all laboratory courses and clinical placements. Students are expected to actively participate in both on-campus and distance education classes. Because of the compressed nature of the mod, absence from more than 10% of a course may be considered unacceptable for course completion and a student may be required to drop the class. Students at Beal University Canada are responsible for completing all course assignments. Students who know in advance that they need to be absent must inform their instructors early so that appropriate make-up work can be arranged. Instructors will determine whether students who are absent from an exam may make it up.

Students who don't attend class or complete necessary assignments or class requirements will be considered as "non-participating". Grades or course completion may not be issued if course requirements aren't met. Most class absences should be worked out between the student and the instructor of the course. Students are advised to call the instructor of the course(s) when they are going to be absent from their course(s). Office hours are 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday. A message may be left with anyone answering the phone.

In consideration of students' mental health and wellbeing, our University recognizes the importance of fostering a supportive environment. We understand that mental health challenges can affect attendance, and we are committed to working with our students to ensure they receive the necessary support and resources to maintain their mental wellbeing while meeting their academic requirements. Our attendance policy considers the unique needs of our students, and we encourage open communication to address any concerns related to attendance and mental health.

In a case where a student misses a class for medical reasons, a leave of absence may be requested for

continuation in the next mod, or a refund may be issued.

### Homework

In addition to participation in all courses, students will be required to complete out-of-class assignments. These assignments include but are not limited to reading, exercises and problem solving, projects, research, papers, and presentations. A student can anticipate out-of-class activities that equal about two (2) hours for every one (1) hour of lecture.

Out-of-class assignments such as papers, projects and presentations, and sometimes exercises and problem solving will be graded and included in the final evaluation of a student's grade in a course. The syllabus for each course provides the criteria used to determine the grade in the course.

### Class Size

The maximum class size is 75 students for face-to-face courses, 42 students for computer laboratory courses and 50 students for online, and the average student-to-teacher ratio is 20:1. Clinical placement rotations will have a maximum ratio of 8:1 instructor and clinical lab will have a maximum ratio of 11:1 per instructor.

### Course Schedules

Courses may be scheduled any day of the week, Monday through Sunday, morning, afternoon, and evening. Students may be scheduled for online or on-ground course delivery. Days and times of day may vary by program and may change from mod to mod.

### Registration

Students are registered for courses by the Registrar's office. The Registrar provides the student with a schedule of the classes in the program and identifies each mod the courses will be taken until graduation. The Registrar's office enrolls the students in the next mod's classes and students are notified four weeks in advance of the classes they are expected to take. The student confirms the schedule to the Registrar's office either in person, by phone, or email. The student can revise the schedule through notification to the Registrar's office prior to the mod commencing. The student must do so within the first five (5) days after the mod starts to add/drop courses.

### Course cancellations

Courses may be cancelled if the minimum enrolment is not met or for various other administrative problems. In the event a cancellation should occur, notice will be given to each participant as quickly as possible. A full refund will be issued to the participant, or the participant's payment will be retained by the University and enrolment in the next offering on the same topic selected by the individual.

### Auditing of Classes

A student may audit any course if space is available. The Audit Fee of \$150.00 per credit and any applicable lab fees must be paid in full prior to the start of the class and are nonrefundable. Financial aid is not available for audits. Since the student is enrolled in the course solely for experience, the auditing student's participation in quizzes, tests, examinations is not required; therefore, no grade will be assigned, nor credit granted for the audited class.

In certain instances where a student has previously received credit at least one year prior for a course, the student may be interested in auditing the course before continuing to the next level. If a student wishes to convert a class that has previously been audited to credit, they may take a proficiency exam in the course.

### Transfer Students

Students transferring to Beal University Canada from other post-secondary educational institutions must have a copy of their official transcript from the college or university previously attended submitted to Beal University Canada. Faxed transcripts, and transcripts that are carried or mailed by a student or applicant, are not considered official and will not be accepted. To be considered official, a transcript must be mailed or sent electronically from the previously attended college or university directly to Beal University Canada. Transfer credits will be evaluated by the Registrar's office and the Dean to determine if minimum grade requirements have been met.

Transfer credit will be considered from an institution of higher education accredited by an agency recognized by the U.S. Department of Education or a Provincial Regulatory Authority. Course credit will be awarded for courses that are comparable in scope, content and number of credits to courses offered at Beal University Canada. Courses must be at the 100-level or higher and completed with a grade of "C" or higher or the equivalent. Students transferring in science classes must have a C+ or higher. Core Concentration coursework must be current and no older than eight (8) years; general education coursework should be current and no older than fifteen (15) years; anatomy and physiology and microbiology courses must be no older than five (5) years. Course Prerequisites and course sequencing must be observed to ensure appropriate skill development. A student will not be granted partial credit for a course; however, similar courses may be combined to allow for full credit transfer. If a student has a sequence or combination of courses that are worth fewer credits, those courses may be combined and granted for one course. If the course being evaluated does not match the content of the Beal University Canada course, credit will not be awarded.

Students who have completed a Bachelor's degree, with no time limitation imposed, prior to transferring to BUC will receive transfer credit for each of the following classes, (if applicable to program enrolling in at BUC):

PY203	Lifespan Development
GEN305	Advanced Written Communication
BIO210	Biology
MS110	Algebra
SC102	Introduction to Sociology

When evaluating transfer credit from other institutions, it may be necessary to convert the transfer credits to semester credits. When converting quarter credits to semester credits, the quarter credits are divided by one-and-a-half (1.5).

To obtain transfer credit, the Beal University Canada Registrar's office must receive an official transcript in English from the other institution prior to the course's scheduled start date. The transcript will be reviewed by the Registrar's office and the Dean. A student may be required to produce a catalog, course description, syllabi, or other supporting documentation. Transfer credit evaluation must be completed prior to a student starting a course. A student cannot receive transfer credit for a course they are currently attending.

### Readmitting Students

Students wishing to re-enter Beal University Canada after a period of absence of six or more consecutive Mods (one year) are required to submit an updated Application for Admission. Re-entering students will be required to complete the academic requirements of their program under which they are re-admitted.

Graduates of Beal University Canada who wish to return to complete a new program of study or to continue their education will also be required to submit a new Application of Admission. The application fee is a one-time only fee; re-entering students and graduates do not need to pay the fee a second time, provided that adequate proof exists of prior payment.

#### Acceptance

The University will notify the applicant of an acceptance decision as soon as the candidate's application for admission and application fee (or fee waiver) are received and the applicant has achieved the required entrance exam score or qualifies for an exemption. Applicants should understand that all offers of admission are conditional, pending receipt of all documents for admission, and compliance with the admissions policies.

#### Leave of Absence

In the event that circumstances beyond the control of the student prevent them from continuing their program, the student may apply for a leave of absence. If granted, a leave of absence is a period of time during which the student is not required to register, no fees are assessed, and the time granted is not counted toward the maximum time period permitted for degree completion. A leave of absence must meet eligibility criteria. The request for a leave is first made to the Director of Student Services. The Director of Student Services will then forward the request to the Dean who will decide if the leave is to be granted. A student may normally apply for only one leave of absence during a degree program. Normally a leave of absence will not exceed 12 months.

A student requesting a leave of absence must complete a Leave of Absence Form prior to the start of the mod. Approved leaves of absence must be requested in writing. Forms to declare a leave of absence are available through the Financial Aid Office. On this form, the student must indicate the future return date and the reason for leave. A student returning from a Leave of Absence must resume training at the same point in the academic program that he or she began the Leave of Absence. Please refer to the Withdrawal section or contact the Financial Aid Office for further information.

Since some courses are offered at Beal University Canada in a particular sequence or only one time per year, a leave of absence (approved or unapproved) may delay a student's expected graduation date.

#### **Related Policies and Documents**

AA-011 Grading and Scholastic Requirements Policy  
SA-002 Add/Drop, Withdrawals, Dismissals, and Refund Policy  
AA-021 Prior Learning Assessment Policy  
HR-004 Equity, Diversity, and Inclusion Policy  
SA-003 Student Access to Accommodations Policy  
HR-013 Gender Inclusion Policy  
HR-014 Accommodations for Religious and Cultural Observance Policy

Addendum: Leave of Absence Form

**Addendum**

**Leave of Absence Form  
LEAVE OF ABSENCE - STATEMENT OF INTENT TO RE-ENROLL**

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Program

\_\_\_\_\_  
Student ID number

I am taking a leave of absence beginning \_\_\_\_/\_\_\_\_/\_\_\_\_ (MOD \_\_\_\_, 20\_\_)

I certify that I will be returning to Beal University Canada \_\_\_\_/\_\_\_\_/\_\_\_\_ (MOD \_\_\_\_, 20\_\_)

**REASON:** \_\_\_\_\_  
\_\_\_\_\_

**NOTE TO STUDENTS ON PROBATION:** This form will not be processed if you are currently on probation or will be on probation at the end of the current mod.

**NOTE TO LOAN BORROWERS:** A student who stops attending during an approved loan period for any reason (approved leave of absence, medical, or otherwise), and who has future disbursements pending will have all future disbursements cancelled.

I certify that I have read the above and understand the implications of taking a leave of absence.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

=====

**LOA Extension:**

I would like to extend my LOA end date to \_\_\_\_/\_\_\_\_/\_\_\_\_

**REASON:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

=====

**OFFICE USE ONLY:**

LOA Approved   
LOA Denied

LOA Extension Approved   
LOA Extension Denied

\_\_\_\_\_  
Director Bursaries/Financial Aid                      Date

\_\_\_\_\_  
Director Bursaries/Financial Aid                      Date