



## Attendance Policy

### Attendance Policy for Social Work Courses

The Bachelor of Social Work (BSW) provides students with an induction into the profession of Social Work. Social work students are expected to demonstrate levels of professionalism similar to practicing social workers. This professionalism is demonstrated in part by regular attendance in classes and in practicum. Prior to both entering practica and the awarding of a degree, the Faculty of Social Work attests through its evaluations that not only has the student completed all required course learning components, but also the student has participated in the entire educational experience offered by courses, which includes the demonstration of professional responsibility and accountability through regular attendance.

It is a program expectation that students will attend all classes. When absenteeism is unavoidable, students are requested to communicate in writing their absence to the instructor prior to class, or as soon as possible in the case of unavoidable emergencies.

Student absences from classes are excused for medical or compassionate circumstances, family emergencies, religious observance, or university representation. Absences for other reasons are considered unexcused; e.g., work, vacation, travel, volunteering.

Students registered with the U of R Centre for Student Accessibility (CSA) must consult with their instructor regarding their accommodations. Accommodations may include exemptions from class but students are still required to inform their instructor of any absence. However, CSA accommodations do not supersede the University of Regina and Faculty of Social Work attendance regulations and policy.

Students whose absences are excused are responsible for missed content and learning experiences and for completing any make-up assignments by the instructor. Students who miss three classes, *excused or unexcused*, may be asked to withdraw from the course. This is consistent with the University of Regina policy on attendance.

Successful completion of a face-to-face course requires student completion of assignments, as well as instructional hours (attendance in class). *Individual instructors have the right to exercise discretion in asking students to withdraw from a course.*

**Students may not miss more than 23% of class time; the equivalent of 3 classes. Completion of 700 hours in practicum is mandatory.**



The attendance policy applies to synchronous classes and synchronous components of classes that include:

- Face-to-Face Delivery;
- Remote Learning Delivery (RD) – a class that was scheduled as face to face or blended but will now be offered as a Zoom base course;
- The synchronous component of Remote Learning Web (RW) classes – a class that was scheduled as face to face but is now offered as a UR Course (asynchronous) with Zoom components (synchronous);
- Web and LIVE-streamed classes.

**Procedure:**

1. A student who anticipates missing a class, arriving late or leaving early will inform their instructor in writing through email.
2. Students may be required to provide the instructor with substantiating evidence, e.g., doctor's note, for their absence.
3. If a student's unexcused or unsubstantiated absence falls on the day of a scheduled exam or assignment, the instructor is not obliged to reschedule the exam or assignment.
4. Students may be required, by the instructor, to complete a makeup assignment to demonstrate their knowledge of the missed course content.
5. When a student misses **two classes** without communicating with the instructor, the instructor may forward an email to the student reminding them of the U of R attendance requirements and policy. The instructor will copy [sw.studentservices@uregina.ca](mailto:sw.studentservices@uregina.ca) on the email.
6. Student absence from **three classes** may result in an email from the instructor notifying the student to withdraw from the course and that they may be barred from writing the final exam or submitting the final assignment, and from attending a class or components of a class. The instructor will copy [sw.studentservice@uregina.ca](mailto:sw.studentservice@uregina.ca) on the email.
7. The Associate Dean may be consulted as necessary.