

Policy Title:	Attendance Policy & Procedure – EAP
Policy Number:	1302, 1302p

1. Policy Statement

Attendance in English language training is important for student success and improvement in language skills. This policy sets out specific attendance requirements for language training at UNF. By means of the Agreement signed with UNF, The Language Gallery Canada (TLG) delivers an English for Academic Purposes (“EAP”) program for students at the University.

2. Scope

This policy is applicable only to students enrolled in the EAP program.

3. Policy

- a) Students are required to have a minimum in-class attendance of 80%.
- b) Failure to adhere to the attendance requirements will lead to failure of the course.
- c) TLG is required to inform IRCC and UNF if students are frequently absent and do not provide a doctor’s note or other good reason. This may affect temporary resident status.

4. Procedures

- a) All students must notify their instructor if they are unable to attend prior to class. In case of absence without notice, the instructor will contact the student to discuss the absence. In case of an emergency, students are required to reach out to their instructor or Academic Department to inform them of the absence. The Academic Team will discuss strategies with the student to improve their attendance.
- b) If a student misses classes for 3 days or more, the student must provide a doctor’s note. We can only authorize absence from classes with a signed medical note or valid dated letters, and/or appointment details.