

IPESL ABSENCE POLICY

PROCEDURES FOR STUDENTS

According to the Institutional Policy on the Evaluation of Student Learning:

<https://champlainsaintlambert.ca/ipesl/>

1. Students must explain their absences directly to their teachers by contacting them as soon as possible and, if feasible, prior to their return, by telephone, MIO, or email as specified in the course outline.
2. If a student misses a test, an examination, a lab, a presentation or an assignment deadline, the student must present the teacher with valid documentation (doctor's note, funeral notice, legal document, etc.).
3. If teachers require further verification of the documentation, the student will be required to take the note **signed by the teacher** to the Office of the Registrar.
4. If the students are aware that they will be absent in the future in the case of foreseeable circumstances (ex. Religious holidays, athletic competitions, etc.), they must provide supporting documentation to the Office of the Registrar as soon as they are aware of the dates and a note will be sent to the teacher. When possible, the teachers should be informed of the absence a minimum of one week in advance.
5. Medical Notes
 - a. Medical notes must be clearly dated and signed by a doctor.
 - b. The note must state clearly that the student is not to attend classes for a specified and dated period of time.
 - c. A vague note that simply confirms an appointment with the doctor is not sufficient. The note must contain the date and time of the appointment.
6. Non-urgent medical appointments should always be scheduled outside class time.
7. Students who have missed three or more classes consecutively should make an appointment to meet with an Academic Advisor in the Registrar's Office or contact them by MIO as soon as possible.