

## CAP Attendance Policy

**In seminars and discussion groups (including those led by teaching assistants), students who miss 40% of classes in a semester may not be allowed to write the final exam, or may receive a participation grade of 0.**

As noted in the [UBC Academic Calendar](#), the university expects regular attendance from students. In CAP, we recognize that regular attendance, coupled with informed and active participation during class, is a crucial factor in student success. It is also an important way to uphold your responsibility to your academic community, as we learn and produce knowledge together.

Students should expect to:

- attend all classes, except under extenuating circumstances (e.g., personal or medical emergency)
- inform their instructors, ideally before class, should they be unable to attend due to such circumstances
- take responsibility for covering the materials they missed by reviewing the course outline and seeking input from classmates. Instructors do not have a responsibility to cover this material with you or to allow you to complete tests, quizzes, or assignments done in class.
- connect with Arts Academic Advising should these circumstances require the student to seek Academic Concession Students who do not attend regularly may be contacted first by their instructors, then by the CAP Chair, to discuss this issue. Consequences for significant non-attendance include the possibility that students may not be permitted to write the final exam. **In seminars and discussion groups (including those led by teaching assistants), students who miss 40% of classes in a semester may not be allowed to write the final exam.** CAP also expects that students will:
  - arrive on time and stay for the entire class so as not to disrupt others
  - come to class prepared for the day's lesson: e.g., having completed readings, problem sets or assignments
  - Engage in the learning activities of the class, e.g., through active listening, asking questions, contributing to group work and class discussion, and abstaining from activities (e.g., surfing, texting, sleeping, chatting) not related to the activities of the class. **Students who are physically present but not engaged in the activities of the course may be marked absent.**