



Policy Name: Attendance and Enrollment  
Approving Authority: Academic Council

Policy # AA-017  
Approval Date: 1/30/2026  
Date Last Reviewed: 9/17/2025  
Next Review Date: 1/2031

## **Statement**

The Attendance and Enrollment Policy of Yorkville University ("Yorkville" or the "University") provides details on attendance and enrollment requirements and related academic expectations for students at the University. The Academic Council will review this policy every five (5) years.

## **Purpose**

The purpose of this policy is to provide guidelines for attendance and enrollment requirements for students.

## **Roles and Responsibilities**

Responsibility for the implementation of this policy lies with the Registrar and Academic Faculty. The Vice President of Academics has oversight responsibility.

## **Policy**

This policy outlines the guidelines for attendance and enrollment, which are communicated to all enrolled students.

This policy informs students of the requirements and expectations of their enrollment in the program(s) at the University. Specifically, requirements relating to attendance, homework, class size, course schedules, registration, course cancellations, auditing classes, transfer students, readmitting students, acceptance, 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. The University is dedicated to removing barriers to opportunity by promoting equity, diversity, and inclusion and creating more inclusive learning environments. The University provides accommodations and accessibility pursuant to the applicable provincial human rights legislation. Accommodations enable students to demonstrate their knowledge and skills and meet the essential requirements of the program. Accommodations do not reduce academic standards or alter essential requirements; they provide equitable access to participation.

The University provides individualized accommodations and accessibility support 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. The University does this, in part, by removing barriers to access, deploying technologies that facilitate access for students with disabilities, and providing

accommodations and other resources.

The University promotes mental health advocacy throughout the University community. The University provides free webinars, literature, 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 accommodation to support the academic success of our students.

### Attendance

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

In online courses, attendance is measured by the timely completion of weekly assignments. Each student's participation is monitored weekly across all modules. Failure to submit weekly assignments may result in the student being classified as absent, which may impact continued eligibility for government student financial assistance. For on-campus courses, attendance is monitored daily. Non-attendance in both instances will be communicated every two (2)-weeks to the Dean, who will inform the Director of Bursaries/Financial Aid.

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 for class attendance states:

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

Yorkville University expects students to attend and arrive on time for all classes (theory, laboratories, simulations, and clinical/preceptorship) as required by the course syllabi. Students are expected to actively participate in both on-campus and distance education classes. Because of the compressed nature of the module, absence from more than 10% of a course, including clinical placement time, may be considered unacceptable for course completion. A student will be required to either make up the work or drop the class.

For students enrolled in the *BScN program*, it is expected that there will be 100% attendance for all theory courses, laboratory courses, simulation, and clinical/preceptorship placements. Because of the compressed nature of the module, absence from more than 10% of a course, including clinical placement time, may be considered unacceptable for course completion. A student may be required to either make-up work or drop the class. If a BScN student misses more than one (1) clinical placement time during a mod, only one (1) opportunity to make-up a missed clinical placement time will be available. This make-up may take the form of a simulation, attendance at another facility, or participation in an alternative clinical experience. Please refer to the Student Handbook and the AA-036 Student Attendance for BScN Program Policy for additional requirements for students enrolled in the Bachelor of Science in Nursing program specifically.

At Yorkville, the University strives to provide a supportive and inclusive environment that respects the individual needs of all students, including those from diverse backgrounds. Students expecting to have difficulty meeting attendance requirements are encouraged to reach out as soon as possible. Determination regarding continuation in a course due to absence is to be made by the Dean. Students at Yorkville University 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.

Students who do not attend class or complete necessary weekly assignments or other class requirements will be considered “non-participating”. Grades or course completion may not be issued if course requirements are not met. Most class absences should be worked out between the student and the instructor of the course. Students are advised to email the instructor of the course(s) when they are going to be absent from their course(s). Office hours are 8:00 am. to 5:00 pm AST, Monday through Thursday, and 8:00 am. to 4:00 pm AST on Friday. A message may be left with anyone answering the phone.

In consideration of students' mental health and well-being, our university recognizes the importance of fostering a supportive environment. The University understands that mental health challenges can affect attendance and is committed to working with our students to ensure they receive the necessary supports and resources while meeting their academic requirements. This attendance policy considers the unique needs of students and encourages open communication to address any concerns related to attendance and mental health.

In cases where a student misses a class for medical reasons, a leave of absence may be requested for continuation in the next mod, and the student may be eligible for a refund.

#### Homework

In addition to participating 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 sixty (60) students for face-to-face courses, forty-six (46) students for computer laboratory courses and sixty (60) students for online courses. Clinical placement rotations will have a maximum ratio of 8:1 students per instructor, and clinical lab will have a maximum ratio of 11:1 students 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

prospective schedule of the classes in the program upon request and identifies, for each mod, the courses to 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 by 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 Overload Requests

A "Course Overload" request is considered when a student is requesting to take more than the recommended number of courses per mod (course overload). Students are required to secure formal approval from the Office of the Registrar by completing an Overload Request Form. The request for the overload must be submitted twenty-one (21) days prior to the start of the mod in which the student is requesting the overload. For a full-time student, overloading will increase the student's semester fees, and course retake fees may apply.

To be eligible and considered for a course overload, students must meet the following criteria:

- Minimum cumulative grade point average (CGPA) of 3.0 or above
- Minimum of two (2) modules completed at Yorkville University.
- No outstanding 'Incomplete' grade in any course.
- No failed (F) or withdrawal (W) earned in the previous two (2) modules.
- Currently not on Yorkville's Satisfactory Scholastic Standards (SSS).
- Meets all prerequisite requirements for any course requested.
- The requested course is already being offered in the module.

If a student has failed a required course for their degree and an overload is necessary to remain on track to graduate on time, this requirement may be waived.

Upon submission of the form, the request is reviewed by an ad hoc committee. The ad hoc committee will be composed of one member from each of the following departments: Registrar, Student Accounts, Financial Aid, and Academic Leadership. The ad hoc committee will convene and review the request and provide their recommendation to the Registrar within fourteen (14) days of submission. Overload requests are exceptional and are not recommended due to the volume of course material covered and may not be approved.

#### Course Cancellations

Courses may be cancelled if the minimum enrollment is not met or for various other administrative problems. In the event a cancellation occurs, 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 the participant will be enrolled in the next offering on the same topic selected by the individual.

#### Auditing 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 non-refundable. Financial aid is not available for audits. Since the student is enrolled solely for experience, the auditing student's participation in quizzes, tests, and examinations is not required; therefore, no grade will be assigned, and no credit granted for the audited course.

In certain instances where a student has previously received credit for a course at least one (1) year prior, the student may be interested in auditing the course which might include theory, lab, simulation, and/or clinical 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.

Students wishing to return to the BScN program after a leave of absence or dismissal of more than one (1) year must audit the immediate prerequisite nursing course for the nursing course to which they are requesting to return. To audit a nursing course, the student must sit for all quizzes and exams and attend all required simulations, clinical, and labs for the course. For students wishing to return to NU180, they will be required to audit both NU135 and NU145.

### Transfer Students

Students transferring to Yorkville University from other post-secondary educational institutions must submit a copy of their official transcript from the college or university previously attended to Yorkville University. 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 Yorkville University. 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 Provincial Regulatory Authority or by the Department of Education. Course credit will be awarded for courses that are comparable in scope, content, and number of credits to courses offered at Yorkville University. While it is acknowledged that credit hours may be calculated differently across institutions, in such instances, course content will be evaluated by a subject matter expert to confirm at least eighty percent (80%) alignment with the equivalent Yorkville course. Courses must be at the 100-level or higher and completed with a grade of "74" or higher or the equivalent. Core Concentration coursework must be current and no older than ten (10) years; general science coursework should be current and no older than ten (10) years; anatomy and physiology and microbiology courses must be no older than five

(5) years, however, if a student has been using the content of these subjects in practice, this will be assessed at the time of evaluation. Course prerequisites and course sequencing must be observed to ensure appropriate skill development. Partial credit for a course will not be granted; however, similar courses may be combined to allow for full credit transfer.

Students who have completed a bachelor's degree, with no time limitation imposed, prior to transferring to Yorkville will receive transfer credit for courses as appropriate for the discipline (if applicable to the program in which the student is enrolling at Yorkville).

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 Yorkville University Registrar's office must receive an official transcript in one of Canada's two official languages, English or French, from the other institution prior to the course's scheduled start date. The transcript will be reviewed by the Registrar's office to determine if similar coursework from their specific institution has been accepted in the past. In the event that coursework has not been accepted, the transcript will be sent to the Dean for evaluation and then processed by the

Registrar as suggested. Academic team decisions on transfer credit will be recorded by the Registrar and

used for future transfer credit scenarios. In the event that the Dean is not qualified to assess the level of coursework, a subject matter expert will be consulted. A student is required to produce a catalog, course description, syllabus, or other supporting documentation. Transfer credit evaluation must be completed prior to a student starting a program. A student cannot receive transfer credit for a course they are currently attending.

#### Readmitting Students

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

Graduates of Yorkville University 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 for Admission. The application fee is a one-time only fee; readmitted 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. A leave of absence could affect the student's financial aid and/or student loans. 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 leave is first made to Student Services at registrar.nb@yorkvilleu.ca. Student Services will then forward the request to the Dean who will decide if 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 twelve (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 Student Services Department. 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 they began the Leave of Absence. Please refer to the Financial Aid Office for further information.

Since some courses are offered at Yorkville University in a particular sequence or only once per year, a leave of absence (approved or unapproved) may delay a student's expected graduation date and may impact their financial aid package.

**Related Policies and Documents**

AA-011 Grading and Scholastic Requirements Policy  
AA-016 Admissions Policy  
AA-017-F Leave of Absence Form  
AA-021 Prior Learning Assessment & Recognition (PLAR) Policy  
AA-036 Student Attendance for the BScN Program Policy  
HR-004 Equity, Diversity, & Inclusion Policy  
HR-013 Gender Inclusion Policy  
HR-014 Accommodations for Religious & Cultural Observance Policy  
SA-002 Add/Drop, Withdrawal, Dismissal, and Refund Policy  
SA-003 Student Access to Accommodations Policy