

Knox College – Policies & Procedures

Policy: **Attendance/Lateness**

Applies to: BD students (M. Div., M.T.S., M.R.E., Special)

Approval & Responsible Individual: Faculty, May 17, 2000.

Reference information:

Policy

It is the policy of Knox College to record attendance/lateness at lecture and seminar courses.

“Students are expected to see that in a professional program they must approach study as they would employment. To that end, it is a regulation of the Board of Governors that a minimum of 80% attendance at lecture courses is required for credit: 100% attendance is required at seminar courses. Habitual lateness for class will be counted as absence.”

Procedures

Students are deemed to have been absent if they have missed more than 15 minutes of the class time.

Students who have good reason to be absent need to communicate this prior to the beginning of class to the instructor or his or her designate, and may be asked to produce evidence of reasons for absence.

Students may, after a written warning, fail the course. This will be at the discretion of the faculty member.

Additional Information

The purpose of the M.Div. degree is to prepare students for ministry (lay, ordained, diaconal) within the Christian community. One component of that preparation is the development of professional skills and competencies as well as a vast amount of basic knowledge, not all of which is available in text books.

The attendance policy of Knox College serves both of these functions:

1. attendance and promptness are essential qualities of a professional;
2. attestation to the Board of Governors and The Presbyterian Church in Canada that our graduates have attended classes and thus fully engaged in the process of theological education.