



ONTARIO
INSTITUTE of
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Attendance and Active Participation Policy

Policy ID: 2-202

Approved by: Vice-President, Operations

Official(s) Responsible: Assistant Vice-President, Academics

Administrator(s) Responsible: Academic Director; Financial Aid Office; Registrar's Office

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Next Review Date: October 1st, 2025

Background and Scope

The Ontario Institute for Health and Innovation (OIHI) is dedicated to fostering student success through monitoring regular and consistent student attendance in all courses/modules within academic programs. Consistent attendance is crucial for completing our programs and helps develop habits that contribute to personal integrity and productivity—traits highly valued by potential employers. To support this, OIHI requires students to be actively engaged in their courses/modules, always attending and participating to the best of their ability for the duration of their program.

Each student is responsible for prioritizing their education by attending classes as scheduled. Additionally, maintaining minimum attendance is mandatory for students receiving provincial financial aid.

This policy applies to all students enrolled at OIHI and is subject to requirements under the Ontario Career Colleges Act, 2005, its regulations, OSAP Performance Requirements, and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Where applicable, additional attendance policies may apply to programs regulated by external bodies, such as the National Association of Career Colleges (NACC) for the PSW program.



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Purpose of the Policy

This policy clearly outlines OIHI's attendance requirements and specifies the consequences for students who fail to meet these expectations. It also ensures compliance with legislative and regulatory frameworks governing private career colleges in Ontario.

Definitions

Attendance: Refers to the act of being present at scheduled classes, lectures, or other required educational activities within the academic program.

Active Participation: Means actively engaging in the educational process by being physically or virtually present, participating in discussions and activities, and fulfilling other requirements as specified by OIHI. Students in a virtual learning environment are expected to keep their cameras on for the duration of the class unless permission is granted by the faculty. OIHI reserves the right to confirm a student's identity through visual confirmation at any time during a class or virtual assessments.

Full-time: Refers to delivery of 100% of the course load approved by the Superintendent of Career Colleges and a minimum of 20 Hours of Instruction a week.

Part-time: Refers to the status of a student taking 2/3rds of the course load approved by the Superintendent of Career Colleges within a period of study.

OSAP: Refers to the Ontario Student Assistance Program, an umbrella term for government loans, grants, and awards offered to Ontario postsecondary students, including Canada-Ontario Integrated Student Loans.



Policy Statements

1. Attendance will be recorded and tracked hourly. Students are expected to attend all scheduled classes for the courses/modules in the program in which they are enrolled.
2. Students must attend 70% of their scheduled classes to maintain satisfactory academic standing as established in the 2-203 Academic Standing and Progression Policy. Failure to maintain this level of attendance may impact on OSAP eligibility.
 - 2.1. The hours missed must be made up and documented in the student file.
 - 2.2. Attendance must be recorded hourly under each student's profile and monitored by the college.
 - 2.3. A formal notification must be sent via email following three (3) consecutive absences and subsequent notifications at five (5) consecutive days and fourteen (14) consecutive days absence and the same must be recorded in the student file.
3. Students in the NACC PSW program must complete 400 theory and practical hours and 300 practicum hours to graduate.
4. OIHI tracks student participation, progress, and performance and ensures that all course/module requirements, missed or unfulfilled by the student due to absence, are documented in the Student File.
 - 4.1. The student is responsible for informing their faculty of any absence, late arrivals, and early departures.
 - 4.2. Students are encouraged to contact the Student Services team when their studies are significantly disrupted, to consider their options.
5. OIHI must report unjustified absences of twenty-eight (28) consecutive calendar days to the Ministry of Colleges and Universities. Students with twenty-eight (28) consecutive calendar days will be withdrawn from the program at OIHI. OSAP will also be informed of this withdrawal, which might affect their funding.



6. OIHI strives to ensure equal learning opportunities for all students, including those with disabilities. If a student's disability prevents them from attending all scheduled classes for their program full-time, academic accommodation may be made.
 - 6.1. Students may request academic accommodation by contacting accessibility@oihi.ca. Accommodation may include reduced attendance requirements. Please refer to the accommodation for students with disabilities policy (2-206) for more information.
 - 6.2. Despite the reduced attendance, such students may still be eligible for OSAP assistance as full-time students, subject to approval from the Ministry.
7. The student may be academically dismissed from their program of study due to unsatisfactory attendance and failure to provide valid reasons for their absences. Please see the OP 2-203a Academic Warning and Probation Operating Procedure for more information on the process and consequences associated with chronic absenteeism.
8. Students in online synchronous courses must actively participate, and camera use is expected for engagement and identity verification purposes.
 - 8.1. OIHI respects student privacy. If a student cannot keep their camera on due to a disability, religious belief, or personal circumstances, they may request exemption by contacting accessibility@oihi.ca
 - 8.2. Faculty may use alternative identify verification methods such as discuss participation, written reflections, or quiz completion to confirm engagement.
9. Fees for missed courses/modules may not be refunded depending on the duration spent in the program and the mid-point threshold as per the regulations under the OCC Act, 2005, and the student will need to retake these courses/modules to fulfill graduation requirements. (Please see, [OIHI Fee Refund Policy](#))
 - 9.1. Students who withdraw officially follow s.25 of Ontario Regulation 415/06 under the Ontario Career Colleges Act, 2005.
 - 9.2. If a student is required to retake a course due to unsatisfactory attendance, applicable fees will be determined on a case-by-case basis.



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Related Legislation

- OSAP Performance Requirements, July 2024.
- Ontario Career Colleges Act, 2005 (O. Reg. 415/06)
- AODA (Accessibility for Ontarians with Disabilities Act, 2005)

Related Policies

Policy Name	Policy Number
Administrative Withdrawal and Expulsion Policy	4-402
Visual Confirmation Policy	2-227
Academic Standing and Progression Policy	2-203
Academic Warning and Probation Operating Procedure	OP 2-203a
Fee Refund Policy General	2-2025-02