Policy
The University of Manitoba Faculty of Social Work has a social mandate to ensure that students graduating with a Bachelor of Social Work degree are skilled practitioners who are worthy of the public trust placed in them. Social work courses have been designed to ensure that students have the opportunity to integrate appropriate professional knowledge, values, and skills. When the University confers the Bachelor of Social Work degree, it attests that not only has the student successfully completed all required examinations and assignments, but that the students have also participated in the entire educational experience offered in all courses and demonstrated an appropriate level of professional responsibility and accountability.

It is a program expectation that all students will attend all classes and webconferences. When absenteeism is unavoidable, students are required to communicate in writing their absence to the instructor prior to the class. In cases of unavoidable emergencies student will advise their instructor as soon as possible. Punctuality is also expected for all classes and web conferences. Instructors may also ‘count’ late arrivals as an ‘absence’, and may ask the student to remain out of class until an appropriate time to enter, particularly if interruptions will distract the whole class.

Students registered with Student Accessibility Services (SAS) may have an accommodation that results in absence from class. It is the student's responsibility to consult with their instructor if they anticipate being absent from class. Instructors are reminded that student accommodations determined by the SAS office do not supersede class attendance requirements. Instructors are encouraged to consult with SAS advisors on specific student accommodations.

Students cannot miss more than 15% of class time or one web conference per course each term.

The 420 hours for the field practicum are mandatory.

Students are responsible for all course material missed due to absence(s).

Procedure
1. If students anticipate missing class or a web conference they must inform in writing the course instructor. Students may also wish to consult with the student services support staff on their campus/program location.
2. Students may, at the discretion of the instructor, be required to complete an additional assignment and/or write a general knowledge examination to demonstrate their knowledge of course content.
3. The names of students who have been absent beyond these guidelines will be forwarded by the course instructor to the student services support staff on their campus/program location.
4. The Associate Dean of the Undergraduate programs will be consulted as necessary.
5. An instructor may initiate procedures to bar a student from attending classes and from final examinations and/or from receiving credit where absences exceed those permitted by the Faculty regulations.

6. A student may be debarred from class, laboratories, and examinations by action of the dean/director for persistent non-attendance, failure to produce assignments to the satisfaction of the instructor, and/or unsafe clinical practice or practicum. Students so debarred will have failed that course (University of Manitoba Undergraduate Calendar, 2018-2019, p. 78).

Passed by Faculty Council, April 26, 2019