

Bachelor of Social Work

Attendance 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 student has 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 requirement that all students attend all classes and web conferences, arrive on time, and stay for the entire duration, as these are integral parts of the educational experience. Students who are or expect to be absent must notify the instructor in writing before the class or as soon as possible.

Punctuality is important for all classes and web conferences to support a smooth and engaging learning experience for everyone. Lateness is defined as arriving more than ten minutes after the start of class or after the break. Students arriving late are expected to join the class with minimal disruption. Students are expected to remain until the end of class. Students who arrive more than 10 minutes late or leave more than 10 minutes early will be marked as absent.

Students registered with Student Accessibility Services (SAS) may have 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 20% of class time (equivalent to three in-person / synchronous classes), or one web conference per course each term. All absences, including being late (as noted above), will count toward the 20% maximum outlined in this policy. Upon missing 20 % of class time (or three in-person classes), the student will be required to complete an additional assignment to demonstrate their understanding of the course content. Students are responsible for all course material missed due to absence(s). All field practicum hours are mandatory. Legacy students are required to attend a non-credit Integrative Seminar as part of their mandatory field instruction hours. Contemporary students are required to attend Integrative Seminars as a co-requisite course (SWRK 3220 or SWRK 4240) to the Field Instruction course.

While the Faculty of Social Work expects students to attend all classes and web conferences, students may utilize the University's Self-Declaration Policy for brief and temporary absences (lasting no more than 5 consecutive days). A self-declaration form must be submitted to the instructor within 48 hours of the missed class.

Procedure

1. If students anticipate missing class or a web conference, they must inform the course instructor in writing. Students may also wish to consult with the student services support staff on their campus/program location, which includes student counsellors (within Inner City and Northern Social Work programs), the student services coordinator, academic advisors, and the program director.
2. Students may, at the discretion of the instructor, be required to complete an additional assignment to demonstrate their knowledge of course content.
3. The names of students who miss more than 20% (or three in-person / synchronous classes) will be forwarded by the course instructor to the student advisors, student services coordinator, the program/site director, and the Associate Dean.
4. Students who miss more than 20% of classes may be required to withdraw from the course. An instructor may initiate procedures to bar a student from attending classes, final examinations, or receiving credit where absences exceed those permitted by Faculty regulations.
5. A student may be debarred from class and examinations by action of the Associate Dean/Director for persistent non-attendance, failure to produce assignments to the satisfaction of the instructor, and/or unsafe clinical practice or practicum. For field instruction courses please refer to the relevant field education manual. Students so debarred will have failed that course (University of Manitoba Undergraduate Calendar).

Approved by Faculty Council – January 24, 2025