



STUDENT ATTENDANCE POLICY

Effective: November 26th, 2018

Responsibility: Senior Educational Administrator, Campus Administrator, College Director

Date of Last Revision: September 1st, 2018

Policy

Regular attendance is expected in all courses. Promptness is expected at the beginning of class and after each break.

The required attendance for particular programs is described in Program Outlines.

General Principles

Attendance in classes is necessary and missing classes can affect student learning.

If students are having any issues which may affect their attending class for any reason they should discuss this with the Instructor or the Campus Administrator.

1. Each instructor will record, monitor and report on the attendance of all students for all of their courses.
2. The clerical staff will keep the students' attendance records.
3. Students will be warned of attendance issues so to resolve the matter.
4. An email will be sent to advise the student of the issue if it continues.
5. Excusable absences may include: college breaks, medical/ health issues, serious personal issues. Students should discuss the two latter excusable absences as soon as possible with their instructor. A memo should be included in the students file and the matter referred to the Senior Educational Administrator if the absence will adversely affect student progress in the program.
6. The programs may be extended for the student depending on circumstances. The College Director shall review the matter and make a determination based on the situation along with the advise of the Instructor and/or Senior Educational Administrator.



Student Responsibilities

Students are expected to:

1. Maintain the attendance requirement.
2. Report any absence due to illness or other reason to the College's reception desk staff (or leave message) within 2 hours on the first and all subsequent days of absence either by phone or e-mail.
3. Provide a doctor's note to support absences of more than 3 consecutive days.

Breaches and Consequences

1. If a student does not maintain the required attendance in a particular program, they may not be permitted to extend the course which they are enrolled in.
2. If unexcused absenteeism is chronic, an "attendance contract" may be arranged with the student; and if this is breached, relevant sections of the dismissal policy may be followed.
3. Some courses may have to be taken in sequence and the College may not be able to arrange make-up course starting the next semester.
4. For some courses that the College may arrange make-up assignments, make-up exams and/or make-up courses, these arrangements are paid at the student's own expense.