

# Policy on Attendance and Lateness

**CATEGORY:** Student – Academic

**ISSUE DATE:** July 27, 2018

**LAST REVISION DATE:** September 20, 2021

**REVIEW REQUIREMENTS:** Every two (2) years

**APPROVED BY:** President

---

## Policy Purpose

The *Policy on Attendance and Lateness* outlines the student attendance requirements that support student engagement and improve student success rates.

## Scope

This policy applies to all enrolled students, all individuals employed by the College, and any other individuals acting as representatives or holding a titular position of the College.

## Policy

### 1. MINIMUM ATTENDANCE REQUIREMENTS & STUDENT RESPONSIBILITIES

- 1.1. The requirements in this policy apply to all students enrolled in online or in-campus Courses and Programs.
- 1.2. Students are required to have a minimum attendance rate of sixty-five percent (65%) in each Course, and an average attendance of seventy-five percent (75%) throughout their Program.
- 1.3. Some programs have higher than minimum attendance requirement; therefore, students are responsible for being aware of the program requirements, as established within their faculty.
- 1.4. Students must provide medical documentation if they are absent due to illness for three (3) or more consecutive instructional days. Medical documentation may be faxed or emailed to Student Services.
- 1.5. Students must notify in writing the relevant Faculty Member and Student Services prior to foreseen absences.
- 1.6. Students are responsible for making arrangements to acquire lecture notes and assignment instructions for the missed classes.
- 1.7. **Late Attendance:**
  - 1.7.1. Regular and timely attendance for all classes and webinars is integral to student success.
  - 1.7.2. Faculty Members must set the expectation that students in their Courses must arrive on time for all classes and webinars.
  - 1.7.3. Students who are more than fifteen (15) minutes late for class will be marked as late, and must wait until break time to join their class. Late arrivals are counted as a half day of absence.

### 2. REPORTING OF ABSENCES

- 2.1. Any student who is unable to attend a class is required to report their absence to Student Services by phone or email no later than 9:00 a.m. Pacific Standard Time (PST) on the scheduled class day.

### 3. ABSENCES – UNAUTHORIZED AND AUTHORIZED IN ADVANCE

- 3.1. All student absences are considered to be unauthorized, unless the student provides a valid reason, as outlined in this policy.
- 3.2. Student illness is not a valid reason for an authorized absence, unless it is substantiated with a doctor's note.
- 3.3. The College may authorize an absence in advance in certain circumstances, which include:
  - ❖ A medical appointment which cannot be arranged outside of class hours;
  - ❖ A religious holiday;
  - ❖ Graduation days;
  - ❖ A visit to a university either to attend an open day or for an interview;
  - ❖ A career-related interview;
  - ❖ A Practicum placement;
  - ❖ Participating in a significant extra-curricular activity (i.e. taking part in a regional or national event);
  - ❖ Attendance at a funeral;
  - ❖ Severe disruption to a student's mode of transport as a result of industrial dispute or adverse climatic conditions whereby there is no practical way of getting to the College campus; or
  - ❖ An approved study leave.

#### 4. UNACCEPTABLE REASONS FOR ABSENCE

- 4.1. The following list is non-exhaustive and contains unacceptable reasons for absence:
  - ❖ Personal vacations;
  - ❖ Part-time employment (excluding Practicum placement);
  - ❖ Leisure activities;
  - ❖ Birthdays.

#### 5. CONSEQUENCES FOR UNAUTHORIZED ABSENCES

- 5.1. Based on the requirements of section 1.1 of this policy, students who have missed more than thirty-five percent (35%) of class time due to unauthorized absences will receive an incomplete grade for the Module/Course.

#### 6. CALCULATING AND RECORDING ATTENDANCE

- 6.1. Online students are considered to have attended class if they view webinar recordings for that class within seven (7) calendar days.
- 6.2. Each missed class is considered as one (1) day of absence.
- 6.3. Regular Statutory holidays do not count as class days.
- 6.4. **Instructor Responsibilities**
  - 6.4.1. Each Faculty Member is required to record, monitor and report the attendance of all of their students.
  - 6.4.2. All Faculty Members are required to maintain an attendance record for all of their students that includes the number of hours of instruction the students attended each class day.
  - 6.4.3. All Faculty Members are required to calculate absences on a weekly basis and input the information into the Student Information System.
  - 6.4.4. Faculty Members who teach Courses with a Practicum component are responsible for tracking attendance of in-class hours only.

### Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1018 – Student Attendance Policy
- Policy #1008 - Student Lateness Policy

**ACCOMPANYING POLICIES:** This policy is a part of a suite of academic-oriented policies under the Student Policies category. As such, accompanying policies that may be applied or referenced along with this policy include Policy # ST-001– *Policy on Academic Standards* and Policy # ST-003 – *Policy on Grade Appeals*.