

# Policy on Attendance and Lateness

**CATEGORY:** Student – Academic

**ISSUE DATE:** July 27, 2018

**LAST REVISION DATE:** November 7, 2023

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

**APPROVED BY:** President

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## 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 within the College.

## Policy

### 1. MINIMUM ATTENDANCE REQUIREMENTS & STUDENT RESPONSIBILITIES

- 1.1. The requirements in this policy apply to all students enrolled in 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 a 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 notify in writing the relevant Faculty Member prior to foreseen absences.
- 1.5. Students are responsible for making arrangements to acquire lecture notes and assignment instructions for the missed classes.

### 2. REPORTING ABSENCES

- 2.1. Any student unable to attend a class must inform their faculty member of their absence by phone or email, indicating the reason before the class begins.
- 2.2. Students should be prepared to provide appropriate supporting documents. 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.

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

- 3.1. All student absences are unauthorized, unless the student provides a valid reason, as outlined in this policy.

3.2. The instructor 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;
- ❖ Participating in a significant extra-curricular activity (i.e. taking part in a regional or national event);
- ❖ Severe disruption to a student's mode of transport because of an industrial dispute or adverse climatic conditions whereby there is no practical way of getting to the College campus;

#### 4. UNACCEPTABLE REASONS FOR ABSENCE

4.1. The following list is non-exhaustive and contains unacceptable reasons for absence:

- ❖ Personal vacations;
- ❖ Part-time employment;
- ❖ Leisure activities;
- ❖ Birthdays.

#### 5. CONSEQUENCES FOR UNAUTHORIZED ABSENCES

5.1. Based on the requirements of section 1.2 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. Each missed class is considered as one (1) day of absence.
- 6.2. Statutory holidays do not count as class days.

### 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*.