

Policy# 401

Policy 401-Student Attendance Policy-2024-01-04

Canada College of Arts & Business

Name of Institution

04225

Institution Number

Student Attendance Policy

Name of Policy

September, 2017

Effective Date

Jan 04, 2024

Latest Revision Date

May 07, 2022

Previous Revision

Attendance

- Some programs may have additional attendance requirements.
- Attendance is recorded daily from the first day the class is scheduled.
- All classes are scheduled and run at their allocated time. Classes are not to be dismissed early.
- When a class cannot run at its scheduled time, it will be rescheduled. Students are required to attend all rescheduled classes.
- Attendance is taken in every class, handed in at the end of class, and reconciled.
- Students who miss over 50% of a given class are marked absent.
- Late arrivals and early departures from class are noted in the attendance record and added to the total time absent.
- If a student is unable to attend a class, they must notify their instructor and/or the College via email or by leaving a message at reception.
- Students must attend all work experience sessions or shifts. If a student is unable to attend a work experience session or shift, they must notify the College and their work experience host.
- If a student is unable to attend, they are required to document that there have been unexpected circumstances, which have prevented them from attending.
- All absences are recorded regardless of the reason for the absence.
- Students who miss 5 consecutive days will receive a written warning.
- Students who miss 10 consecutive days will be dismissed from their program.
- Students who miss 10% of a program will receive a written warning.
- Students who miss 15% of a program will be placed on probation.
- Students are expected to maintain an attendance rate of at least 80%. Students who miss 20% of program will be dismissed from their program.

Note: Late arrival and early departure (in minutes) are noted. This missed time is accumulated over the length of a student's program and may result in the student being initially placed on 'academic probation', and then being dismissed from the program.

Attendance plays an important role in student's success. Students are required to attend every scheduled class, lab, and work experience, inform the College when absent and provide the College with reasons for the absence. The College recognizes the following as valid reasons for excusable absence.

- Personal sickness accompanied with a valid doctor's note upon return.



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- Medical or family emergencies.
- Death in the immediate family.

The College is required to take attendance by provincial regulators and report delinquent attendance to funding agencies, government, accreditation, and student assistance agencies. Some programs may have additional attendance requirements.

Students can appeal using the Dispute Resolution process.