COLLEGE POLICY

Policy No. & Title:	**A-103 Attendance**
Policy Sponsor:	Vice-President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-01-29

Purpose

The College has established standards of scholastic progress as an integral part of its goal to foster student success. The College believes its standards to be valid indicators of successful progress toward graduation. As the College delivers its programs in a condensed learning format, every moment of class time is important, and is therefore scheduled.

Against this background, and in the College's goal of supporting student success, this policy seeks to establish the expectations for attendance.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

POLICY

1) In compliance with the College's various regulating bodies, the College encourages regular attendance as an integral part of successful program completion. Attendance for students enrolled in Online programs is evaluated through weekly contact with the instructor and on the student's academic progression throughout the course.
2) Students scheduled for in person/hybrid/remote classes must attend each scheduled class and are responsible for fulfilling course requirements that are missed during an absence.
3) Students scheduled for in person/hybrid/remote classes must notify the College, prior to the start of the student's class, if they are going to be absent from school.
4) The Campus Administrative Assistant (AA) shall run a daily attendance report to establish who is absent from in person/hybrid/remote classes. The Online Program Administrator (PA) shall monitor progression weekly to establish who is not meeting participation requirements (CD-ED/EOL/TOL).
5) Students in Hybrid/Remote classes must keep their cameras on at all times when attending class remotely and/or mandatory online sessions.
6) Attendance/Participation and Reporting for Online Students Attendance is documented weekly for each class, based on participation. Students are expected to complete and submit all academic requirements for each course by the scheduled weekly deadline. Unless otherwise noted, the weekly deadline is Sunday evening. Lack of academic progress will be reviewed by Administration and may result in a warning, counselling, probation, or

probable cause for academic dismissal.

7) For all absences, the College shall attempt to contact the student to assess the student's reason for absence.
8) The College shall establish a Contact-absence engagement protocol with increasing escalation based on days absent.
9) If a student is not reachable by a specific day, the student must be withdrawn from their program. Those specifics are:
    a) On day 10 if their location is unknown (triOS)
    b) On day 15 if their location is known (triOS)
    c) On day 15, regardless of condition/location (Eastern).
    d) After 3 weeks without submission of an assignment (CD-ED, EOL/TOL)
10) For in person/hybrid/remote students who are ill and have medical documentation, they must return by the 15th day of absence.
11) If the in person/hybrid/remote student does not return to their program of study, the student must be withdrawn on the 15th day regardless of reason for absence.
12) If a student is funded and a refund is required, the College has 30 calendar days to submit the refund to the funding body.
13) In person/hybrid/remote students who miss five (5) consecutive days of scheduled classes:
    a) May be placed on Academic Probation
    b) Must, upon returning to school, meet with the Campus Director/Remote Education Director/Remote Education Director to develop a Student Success Plan.
14) A student who is on Academic Probation is expected to complete their program requirements prior to graduation.
15) If a student is on academic probation and misses a further five (5) consecutive days of classes, they may be withdrawn at the discretion of the Campus Director/Remote Education Director.
16) Students who miss more than 40% percent of a course will be required to repeat the entire course.
17) Repeated failures to attend scheduled classes or maintain academic progression requirements may result in expulsion from the program.
18) In person/hybrid/remote students who miss five (5) and ten (10) consecutive days of scheduled classes must provide valid documentation to explain the absence at each duration. A Student Success Plan will be developed to make up the missed classes which may include retaking the course(s).
    a) Documentation is due the day the student returns to class.

b) Failure to provide valid documentation will result in the student being withdrawn and may result in consequences up to and including expulsion.
c) Valid documentation must be uploaded to XCAS and be entered into the student file.

19) In person/hybrid/remote students who miss ten (10) to fifteen (15) consecutive days of scheduled classes for a valid reason and provide adequate documentation, may be permitted to stay in their program, provided that a reasonable Student Success Plan can be implemented to make up the missed classes which may include retaking the course(s).
    a) Valid documentation must be uploaded to XCAS and be entered into the student file.
20) In person/hybrid/remote students who miss 15 consecutive days of scheduled classes, regardless of the reason, will be withdrawn from their program.
21) Students who were absent for valid reasons beyond their control may apply to re-start their program in the future (*see the Return to School Application for full details*).
22) Students who miss a course(s) and have valid documentation will receive a mark of "0" in the course(s) they miss, as long as they do not miss 40% (ON/NB) and 10% (NS) of their program or receive four failures.
23) A Student Success Plan must be put in place for the student to retake the course(s).
24) Students who miss 40% of their program or more, regardless of the reason, will be withdrawn from their program.
25) In person/hybrid/remote students who miss classes on a regular basis, regardless of whether absences are consecutive or not, will be placed on Academic Probation.
26) In person/hybrid/remote students who miss classes on a regular basis without valid reasons and valid documentation may be withdrawn.
27) Valid reasons for absences may include, but are not limited to, illness, family emergency, child-care issues, care of elderly or infirm relatives, family breakdown and/or homelessness.
28) Invalid reasons for absences may include, but are not limited to, holiday booked, wedding planned, surgery has been booked or pregnancy.
29) The importance of attendance, rules, and regulations will be explained during new student orientation and onboarding.

Statutory Holidays

30) The College recognizes all statutory holidays in Canada.
31) A list of the year's statutory holidays will be posted at the campus and on the Student Web.
32) During statutory holidays the campuses are closed, and no instructor-led classes are held.
33) Material that would have been covered during this time will be covered the following day.
34) In person/hybrid/remote students cannot be absent the regular class day prior to the holiday or the regular class day following the holiday.
35) If an in person/hybrid/remote student must be absent for both days, they will be marked absent for the holiday and documentation for the absence is required.

Lab Week/Reading Week

36) Lab weeks are an opportunity for the student to work independently on delivery of specific projects (depending on their program and tenure in their course).

a) Lab weeks may have scheduled events as part of a program of study (*e.g.* seminars, workshops, CPR training, field trips).
b) For lab weeks where there are no scheduled events, each instructor may assign, at their discretion, a project or task for which the student must submit the results of the activity upon return from a lab week, such as but not limited to:
    i) studying for and writing of certification exams
    ii) field trip with specified related assignment
    iii) career exploration assignment
    iv) independent research assignment.

37) Reading weeks are an opportunity for the student to work independently to catch up on readings, practice technical skills and/or do preparatory work for the coming weeks. During a reading week there is no attendance requirement, and no assignments are given to students.
    Note: Reading weeks may not be funded for students.

Internships / Internship Evaluation

38) Students on internship are expected to attend the scheduled hours for their internship every day.
39) Attendance expectations are identical for facility-hosted and/or community-based internships.
40) Students who miss time on their internship may be terminated from their internship.
41) Students who are terminated from an internship will be responsible for securing their own internship.
42) Students on internship must submit their internship timesheet/hours through the Student Web portal no later than Monday at noon following a week of internship.
43) Students on internship who do not submit their timesheets/hours through the Student Web portal by Monday at noon will be:
    a) Marked absent for the entire week.
    b) Subject to possible termination.

Related Policies

A-111 Academic Progression – see *Return to School* section
A-107 Timetables & Schedules

Supporting Documents/Forms

Ontario Colleges of Applied Arts and Technology Act, 2002
Public College-Private Partnerships: Minister's Binding Policy Directive, 2019
Nova Scotia Private Career Colleges Act, 1998
New Brunswick Private Occupational Training Act
Ontario Private Career Colleges Act, 2005
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