

**CLASS ATTENDANCE**

<b>Title: Class Attendance</b>	<b>Number: 4.10.0709.3</b>
<b>Approved by the Board of Governors</b> Date: July 20, 2009	<b>Implementation</b> Date: July 20, 2009
<b>History: H. Lavity Stoutt Community College Catalogue 2000-2002</b> <b>Revised Approved by the Board of Governors: June 20, 2017</b> <b>Scheduled Review Date:</b>	<b>Origin: H. Lavity Stoutt Community College Catalogue 1998-2000</b>

**RATIONALE**

The College believes that class attendance is essential in student participatory learning and has put in place a policy outlining its expected attendance requirements. Students who miss class are unable to replicate the unique environment that results from lively debate, class interaction and group learning activities, and are thus greatly disadvantaged in their College experience.

**DEFINITION**

For the purposes of this policy, the term 'absence' refers to ***an unexcused absence*** –defined as any absence from a class session for which the student does not have a legitimate excuse as warranted by any of the special circumstances that are accepted in College policy or fails to communicate the legitimate excuse to the relevant authority. Excessively late arrivals may also be considered unexcused absences.

**POLICY**

All students are required to attend and participate in all class meetings and laboratory sessions. It is the responsibility of students to know the College's attendance policy, which applies for every class in which the student is enrolled. Failure to attend class can result in dismissal from class. Drops or withdrawal must be processed through the Registrar's Office. The drop or withdrawal will be made official and tuition refund will be assessed based on the date the Registry receives the requisite form as indicated by the date stamp. Not attending a course does not constitute an official drop. Any student who stops attending a class without officially withdrawing from it at the Registry and Enrolment Management Office may receive the grade of "F".

The College's mandatory attendance policy requires that attendance be recorded from the first day of class through the final exam. Attendance shall be recorded at every class, laboratory or any other scheduled activity that appears as part of the class syllabus. Absences due to late registration for a course shall not be counted as absences for the purposes of this policy.

The College's attendance policy relies on the following premises:

Attendance is to be kept for each class and put in the student information system (SONIS) for official purposes. Alternately, copies of attendance records should be submitted to the Registry and Enrolment Management Office on a weekly basis for input in SONIS.

Each class shall incorporate as part of its grading scheme an attendance component of no less than 5% and not to exceed 10% OR assess a penalty of no less than 5% and no more than 10% at the end of the semester for students who are in violation of the College's attendance policy.

A student should maintain attendance of 80%. At the end of the semester a review of student attendance will be done by each faculty member to determine the grade/penalty to be assessed. At the fourth and eighth week, according to the data in SONIS, Registry will send a report to faculty, the Dean and the Student Success Centre regarding individuals who have exceeded or are close to exceeding the absence limit.

Regular and punctual class attendance is mandatory. Students should not enter a class which is in session for fifteen (15) minutes without the permission of the Lecturer. Students should recognise that arriving late to class disrupts the learning environment, and an explanation for late arrival should be given to the Lecturer. If the student arrives after 15 minutes, the class may be considered closed and an absence may be recorded. It is the responsibility of the student to inform the Lecturer of any extenuating circumstances regarding his/her tardiness, and the Lecturer shall have the authority to make the decision whether or not to record an absence.

No assigned work is excused because of lateness or absence, except under special circumstances at the discretion of the lecturer.

Students are expected to take exams on schedule, except under special circumstances listed below, which must be discussed with the Lecturer. The make-up of missed assessments is at the discretion of the faculty member, who may require documentation to assist in the decision-making process.

It is the student's responsibility to withdraw formally from classes by the last day to withdraw with a "WP or WF". Any student who stops attending a class without officially withdrawing from it at the Registry and Enrolment Management Office may receive the grade of "F" .

Attendance tracking for internships, online courses and blended courses will be tracked according to the requirements of the specific course. For e.g. In online and blended classes, attendance will be checked by the instructor through response to e-mails, discussion board postings and assignment submissions. As long as there are responses to course requirements by the day and time established by the instructor, the online attendance requirements will have been met. For internships, an agreement is worked out between the student and the establishment and records are kept and submitted at the end of the internship which will be used to determine the attendance of the student, or any interim reports submitted.

## **PROCEDURE**

The Lecturer will maintain current class attendance records to have an accurate record of student absences, and tardiness.

The Registry and Enrolment Management Office will run attendance reports every four weeks to ensure that attendance data is current. At the fourth and eighth week, according to the data in SONIS, Registry will send a report to faculty, the Dean and the Student Success Centre regarding individuals who have exceeded or are close to exceeding the absence limit.

In the process of recording and verifying absences, documentation is key. Each faculty member must include on his/her course outline, an email contact, which the student should utilize in the case of absence. A copy of the email should be sent to the Student Success Centre. This permits documentation by three parties in case of any discrepancies.

At the end of the semester a grade will be assessed, from the attendance grade in the grading scheme or the assessed penalty.

## **CONSIDERATIONS**

### **SPECIAL CIRCUMSTANCES**

The College recognises that there may be circumstances outside of the student's control that could result in absence from class. In these cases, the College would classify the absence as excused, if the Lecturer has been informed of the special circumstances. Some examples of special circumstances that would qualify a student for excused absences from class are the following:

- Illness or injury, where a medical certificate verifies that the student was unable to attend class Death, grieving or illness of a close or immediate family member
- A traumatic experience that would involve the student or close family member, such as a serious accident or crime
- Representing the College at a conference, activity or other function Representing the student's country in sporting events or governmental functions Scheduled examinations from recognised accredited or testing bodies
- Religious observances

In the event of other special circumstances not listed, College personnel reserve the right to use their professional judgment in assessing the extenuating circumstances on a case by case basis.

In all such cases it is the student's responsibility to contact his/her lecturer or Head of Department and the Student Success Centre. Consistent with course requirements, in the instance of special circumstances, instructors, should seek to make reasonable accommodations for the excused student and should attempt to provide them with the opportunity to earn similar or equivalent credit for missed assignments or assessments. However, students should recognize that not every course can accommodate absences and neither the absence (nor the notification of the absence) relieves them from meeting the course requirements.