

OLDS COLLEGE POLICIES AND PROCEDURES MANUAL

CATEGORY: **D. Student and Academic**

SUBJECT: **Attendance Policy**

POLICY NUMBER: **D10**

CROSS REFERENCE: **D19 Grading Policy**
 D25 Academic/Behaviour Status Policy
 D26 Academic/Behavioural Appeals Policy

APPROVALS: New/Revision

Board of Governors	Academic Council	Academic Coordinating Committee	Human Resources, Finance & Facilities	Executive Committee
(Policy Approval)				(Authority)
Date: 2006/06/22	Date: 2005/06/09	Date: 2005/04/18	Date:	Date:

POLICY STATEMENT

Olds College students are responsible for their own education. In order to reap the full benefits of their courses, students are strongly encouraged to attend all classes, labs, and tutorials. If attendance plays any part in the course methodology or the evaluation of the course, it is the instructor's responsibility to so inform students at the beginning of the course, and to clearly state the requirement and the consequence for failing to attend. The course outline for that particular course should contain attendance requirements. However, absence for any reason does not relieve students of the responsibility for completing course work and assignments to the satisfaction of the instructor. Absence for any reason does not compel instructors to re-create the missed learning experience for students.

GUIDELINES

A. First Class

Students stand a chance of losing their seat in a course if they fail to attend the class on the first day without appropriate notification to the instructor and/or program coordinator.

B. Continuing Attendance

Students are responsible for meeting the particular attendance requirements established by instructors. Where industry requires punctuality and attendance for productivity reasons and/or safety of others, a department may initiate an attendance policy with appropriate consequences for not meeting requirements.

Each instructor must describe the attendance requirements and include them in the course outline together with the consequences for failing to meet the requirements. The course outline must be distributed on the first day of class.

C. Absence/Responsibility/Consequence

Students are responsible for notifying their instructor(s) of any impending absences from a particular class and for completing all required project or course work and assignments to the satisfaction of the instructor(s). Failure to meet these attendance requirements may result in a mark of zero (0) for that particular evaluated activity. Chronic absence may result in academic suspension and a grade assignment of “F”.

Instructors will accept a letter of explanation from a physician submitted on the first day students return to class following an absence, as a reason for an absence. However, students must realize that chronic absence, even under these circumstances, can result in) academic suspension or withdrawal from the course.

Chairs will notify students of their academic suspension status. Grades will be processed through the Office of the Registrar.

D. Field Trips or Other College-Initiated Absences

Every instructor has the right to have students attend their regularly scheduled class. When planning a field trip or other class absence, the instructor must contact other affected instructors in person no later than the third (3rd) day of class to discuss alternative means by which students could make up the missed material resulting from the field trip to class absence. The student must not be penalized by having to make a choice to either stay with the regularly scheduled course or by going on the field trip.

The instructor arranging the absence must reconfirm the trip with affected instructors at least one (1) week prior to the planned trip. E-mail is an acceptable method of communication from the instructor or designate for the confirmation only.

APPEAL PROCESS

Students who are suspended from a program or withdrawn from a course as a consequence of this policy may believe they can demonstrate that the application of College Policy did not take into account all extenuating circumstances. If so, they may request an appeal in accordance with Policy #26 – Academic/Behavioral Appeals Policy.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Vice President, Academic Services. This policy will be reviewed at least every five years.