

# POLICY



<b>CATEGORY</b>	D: STUDENT AND ACADEMIC	
<b>SUBJECT</b>	ATTENDANCE	
<b>POLICY NUMBER</b>	D10	
<b>CROSS REFERENCE</b>		
<b>ADMINISTRATIVE SERVICES COMMITTEE</b>		<b>ACADEMIC COUNCIL</b>
		June 14, 2018
<b>POLICY STATEMENT</b>		
Olds College students are responsible for their own learning. In order to reap the full benefits of their courses, students are strongly encouraged to attend all classes, labs, and tutorials.		
<b>GUIDELINES</b>		
<b>A. Continuing Attendance</b>		
Students are responsible for meeting the particular attendance requirements established by instructors. Where industry requires punctuality and attendance for regulatory, productivity, and/or safety of others, a department may initiate an attendance policy with appropriate consequences for not meeting requirements.		
Each instructor must describe any attendance requirements and include them in the course outline together with the consequences for failing to meet the requirements. The course outline must be made available the first day of class. Course outlines are available online through the Olds College website.		
<b>B. Absence/Responsibility/Consequence</b>		
The instructor is responsible for implementing the attendance requirements for each class. 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 attendance requirements may result in a mark of zero (0) for that particular evaluated activity. Chronic absences in several classes may result in poor academic performance and results. Student absence for any reason does not compel instructors to re-create the missed learning experience.		
If an accreditation program mandates regular attendance this must be adhered to in all courses within that Program of Study.		
<b>C. Field Trips or Other College Initiated Absences</b>		
Every instructor has the right to have students attend their regularly scheduled class. For any college sanctioned activities (for example, field trips, sports team participation, etc.) that impact students' ability to attend scheduled classes, it is the responsibility of the organizing instructor/staff member to notify any affected program instructors within the first 10% of the impacted instructional period (i.e. within the first 1.5 weeks of a traditional 15 semester). It is also the responsibility of the organizing instructor/staff member to discuss alternative means by which students could make up the missed material with the affected program instructors. For college-sanctioned activities planned in the first 10% of the impacted instructional period, it is the responsibility of the organizing instructor/staff member to notify any affected program instructors 2 weeks prior to the start of the impacted instructional period.		
<b>APPEAL PROCESS</b>		
Students, whose course grades may have been impacted as a consequence of this policy, may believe they can demonstrate that the application of this Policy did not take into account all extenuating circumstances. If so, they may submit an appeal of a final grade in a course in accordance with Policy D30 Academic Complaints and Appeals Policy.		
<b>IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY</b>		
<b>VICE PRESIDENT Responsible for:</b>	Academics	
<b>REVIEW PERIOD:</b>	5 years	