

**Policy Title:** Student Attendance Policy

**Approved by:** Campus Director

**Executive(s) Responsible:** Director, Student Services/Registrar; Academic Director

**Administrator(s) Responsible:** Academic Coordinator, Academic Manager

**Revision Date:** November 27, 2024

**Effective Date:** November 27, 2024

**Next Review Date:** November 27, 2025

**Institution Number:** 4119

## Background & Scope

The Canadian College of Technology and Business (CCTB) maintains strict policies regarding attendance and punctuality, in keeping with our objective of training students for entry into the workforce. Students of CCTB are also expected to adhere to the Student Attendance Policy for practicum placements/co-op placements that form part of the program as described in the program outline. Students who are absent from any classes, labs, tutorials, or work placement shifts are responsible for learning any material missed. CCTB is not responsible for ensuring that any missed material is provided to students.

This policy applies to all current CCTB students.

## Purpose of the Policy

The purpose of this policy is to outline the college's attendance requirements, as well as the consequences for not meeting them.

## Policy Statement

Full attendance is strongly encouraged in all academic delivery methods, including synchronous and asynchronous courses. Poor attendance may impact the student's registration status in the college. Missed assignments, tests, or other evaluative tools could result in the forfeiture of grades.

### 1. Attendance Requirements and Consequences

2.1. The minimum attendance requirement for students is 60%.

2.2. The consequences for students who do not meet the minimum attendance requirement listed above are as follows:

- Students who do not achieve 60% overall attendance in any given course will be placed on At-Risk Status and will receive an Attendance Warning Letter;
- This formal warning will be permanently recorded in the student's file;
- Students in At-Risk Status due to attendance for two (2) consecutive academic terms will be placed on Academic Probation and will be subject to clause 1.3. of the *CCTB Academic Standing, Promotion, and Graduation Policy*.
- To avoid classroom disruption, a student who comes in fifteen (15) minutes after the start of class or leave fifteen (15) minutes before the end of class, will be considered absent.
- Students who do not comply with the designated academic delivery method for a given session will be considered absent (i.e. a student who attends class online for an on-site class will be marked absent).
- International students who are in Academic Probation due to poor attendance may be reported to Immigration, Refugees, and Citizenship Canada as this demonstrates a lack of making reasonable progress toward the completion of their courses in the time allotted by the program.

## 2. Reporting an Absence

The process by which students must report an absence is as follows:

- Students who are unable to access course materials or class sessions due to physical incapacity or technical issues must report their absence to their instructor and the Academic Department within one (1) hour of the class start time;
- In the case of illness or unavoidable absence, the student should contact the Academic Department by email to report their absence;
- A doctor's note may be required to verify absences for medical reasons; and
- If the student misses a class, they are responsible for completing any missed work on their own time and within assignment guidelines. It is the student's responsibility to maintain contact with their instructor and classmates to obtain missed work and information.

## 3. Leave of Absence Request

If a student requests an extended absence (Leave of Absence) from CCTB:

- A student can apply for an extended absence for no more than four (4) weeks due to compassionate reasons or due to illness;
- Authorized leaves of absences may only be commenced upon approval by the Academic Department;

- Documentation for the extended absence request will be collected and verified by the Academic Department;
- There is no guarantee that the request will be granted. For instance, if there is insufficient evidence behind the reasoning of the absence; if the student is under At-Risk/Academic Probation Status; or if the requested absence conflicts with a mandatory evaluation that cannot be re-scheduled, then the request for the extended absence may be denied;
- Requests for absences, documentation, and approvals/denials will be permanently kept in the student’s record;
- Any extended absences must fall within the CCTB Academic Standing, Promotion, and Graduation Policy clause 4.1.; and
- Any documentation submitted to the CCTB must fall within the CCTB Submission of Fraudulent Documents Policy.
- For the purposes of this policy and related policies, the duration spent under Academic Suspension is considered an Authorized Leave of Absence.

**Related Policies**

<b>Policy Name</b>	<b>Policy Number</b>
<b>Academic Standing, Promotion, and Graduation Policy</b>	
<b>Student Dismissal Policy</b>	
<b>Student Leave of Absence Policy</b>	
<b>Submission of Fraudulent Documents Policy</b>	

**Document History**

<b>Date</b>	<b>Approval/Review/Key Change(s)</b>
26 Nov 2024	Provided clarification on authorized leave and academic suspensions, adapted leave of absence duration to term-based delivery