

## A4.3 – Attendance



<b>Approval Body:</b>	Academic Council
<b>Approval Date:</b>	May 2015
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<b>Supporting Documents:</b>	
<b>Related Policy:</b>	R3.13 Re-Entry

### Purpose

The purpose of the Attendance policy is to establish guidelines for recording and managing student attendance, ensuring accountability and program compliance. The policy encompasses the creation of attendance records addressing late arrivals and early departures, notification of anticipated lateness, and adherence to a minimum attendance requirement for course completion. The policy extends to various program components, such as online courses, simulation lab delivery, and work/practice education/clinical practice experiences.

### Definitions

#### Absent

A student who is not present for a scheduled class or session, including online sessions, laboratory or work experience/practice education/clinical practice experiences, or a student who misses 25% of a class or more as a result of arriving late or leaving early.

#### Extended Absence

Instances where a student misses 20% or more of a course with or without any contact with faculty, Stenberg College, or the work experience host.

#### Extenuating Circumstances

Situations where a student is unable to attend, necessitating a demonstration of unanticipated, mitigating circumstances, typically related to illness, personal emergencies, or death in the immediate family.

### Principles

- This policy is communicated and reviewed with students during program application, new student orientation, and on the first day of classes.
- Stenberg College is responsible for implementing retention strategies and identifying students who may be at risk.
- Attendance records for all students are stored in their student file and will be accessible only to authorized personnel.
- Absent students remain responsible for completing all missed coursework.
- Students must participate in all scheduled online sessions and integrated learning experiences.
- Attendance is mandatory for all laboratory, work experience, and clinical practice sessions.

- In cases of inclement weather, student safety is prioritized, and learning activities may be rescheduled or moved online.
- Unless a course outline specifies otherwise, students must achieve a minimum of 80% attendance to complete each course.
- Unless a course outline specifies otherwise, students whose overall program attendance drops below 80% are considered Incomplete, are dismissed from the program, and receive a failing grade.
- Students who miss a substantial number of classes such that program completion is jeopardized may be dismissed.

Programs may have additional attendance requirements or varying requirements.

This policy will comply with external regulatory or professional body requirements; therefore, Stenberg College may be required to report any attendance irregularities to funding agencies. To gain re-entry, a student must apply for program re-entry as described in *R3.13 Re-Entry*.