

COLUMBIA COLLEGE ATTENDANCE POLICY AND REGULATIONS

NOTE: Must; Shall; Will: Should: May or Could; Can:	Clarification of Terms These words or phrases indicate actions or activities that are <i>essential or mandatory</i> . This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.
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Attendance Policy

1. Columbia College students should be aware that the College is required by the Alberta Government to record, on a class by class period basis, the attendance of students.
2. Columbia College agrees with this government policy, as we see our responsibility as educators to prepare students both academically and professionally for their future career.
3. Two of the most common reasons that people lose their jobs include:
 - Poor attendance, and
 - Lack of punctuality (being late or leaving work early)
4. These two areas are also common reasons why students experience difficulty in school and in reaching their education goals.
5. Attending all classes is very important towards successfully reaching one's goals. Columbia College will monitor the total percentage of time a student is in class. This includes both excused and unexcused absences. If a student's attendance is not acceptable, he/she may be required to withdraw from school and his/her funding may be cancelled.

Acceptable Attendance

6. A student meets the requirements for acceptable attendance when the student is present for every class, is on time, and remains for the duration of the class without leaving early.

Attendance Regulations

The College has established the following rules regarding attendance:

7. A student is expected to be present for every class.
8. A student should be ready to begin each class 5 to 10 minutes before the scheduled time. Entering late can be disruptive to the class discussion or learning activities. Lates are recorded and reviewed.
9. A student should stay for the full duration of their scheduled class.
10. A student should inform a facilitator in advance of any upcoming absence. It is the student's responsibility to catch up on work missed. He/she is subject to penalties as outlined in the College Calendar Grading Standards.
11. The role of the facilitator is to record whether the student was in class, late, or not in class. The role of the Office of the Registrar is to receive and review excused absence requests and determine whether the absence is excused by the College.
12. If a student is hospitalized, or has another absence that will require missing several days from school, he/she must contact the Registrar's Office immediately.

13. Providing a reason for being away does not guarantee the absence will be excused.
14. If a student has not attended classes for 5 consecutive school days, and has not notified the College of his/her absence he/she will be withdrawn and his/her funding will be cancelled.
15. If a student's absence is excused by the Registrar's Office, this does not guarantee he/she will be allowed to write any missed tests/exams and/or receive an assignment extension. It is the student's responsibility to contact their Program Chair regarding any missed tests/exams and/or a request for an assignment extension.

Excused and Unexcused Absences

16. Excused and unexcused absences contribute toward a record of poor attendance.
17. Absences for the following reasons will be reviewed by the Registrar's Office to determine if they are excusable:
 - a. **Learner and Family Related Health Issue** – Every student is granted 2 sick days per academic term. After a student has used these 2 days, the student is required to submit a dated doctor/medical note.
 - b. **Funeral** – Up to 1 day is allowed – Documentation to support the location, date and time of funeral is required. If a student is required to be absent more than 1 day for the funeral, he/she or a family member must contact the Registrar's Office as soon as possible.
 - c. **Learner and Family Related Medical Specialist Appointment** – Students are required to request this type of absence prior to the date of the appointment. Appointment card confirming type of appointment, location, time and place of appointment is required. Some examples of medical specialist appointments that are **not recognized** as an excused absence include: dentist, x-rays, family doctor and walk-in medical clinic.
 - d. **Transportation Problem** – Up to 1 day per academic term – Documentation may be required.
 - e. **Childcare Emergency** – Up to 1 day – Dated note from your childcare provider is required. If a student is required to be absent more than 1 day due to a childcare emergency, he/she must contact the Registrar's Office as soon as possible.
 - f. **Child School Events** – Notice from school showing date and time of event is required.
 - g. **Court Appearance or Legal Appointment/Ceremony** – Legal documentation or documentation showing the type of appointment/ceremony, the location, time and date of the appointment/ceremony.
 - h. **Religious Holiday** – Up to 1 day per academic term – Note from student explaining type of holiday and date is required.
 - i. **Other emergencies** – Other emergencies are only reviewed upon special request. Students are required to submit a 'Request for Excused Absence' form along with supporting documentation.
18. The 'Request for Excused Absence' form can be used for a single class, an entire day, or a period of continuous days missed.
19. All 'Request for Excused Absence' forms, as well as the required documentation, must be submitted within 2 school days of returning to training. 'Request for Excused Absence' forms received after the 2 school days of return will not be excused.

20. If a 'Request for Excused Absence' form is submitted incomplete or without the required documentation, it will not be excused.

Learner and Family Related Long-term Illness (more than 5 days) or Hospitalization

21. For absences related to health/hospitalization longer than 5 days, the student must meet with his/her Admissions Advisor to review his/her readiness and ability to continue with school. If the advisor determines the student is able to continue with school, the student is required to submit a dated doctor/medical note and the Exceptional Absence Request form to the Registrar's Office for review within 2 days of returning to training.

Being Late to Class

22. If a student enters the classroom after the scheduled start time for the class, the facilitator will mark the student as late. If a student is late 4 times during an academic term, his/her Program Chair (or designate) will be informed and a review will be done to determine if the student is ready and able to attend school at this time.

Please note: Some programs have more specific policies regarding lateness. It is the student's responsibility to be familiar with and follow the late policy associated with the program they are enrolled in.

Attendance Monitoring Procedure

23. A student's attendance is monitored over the entire academic term and not month by month. For Pre-Career students absences begin adding up with the start of each semester. For Professional Program students absences begin adding up with the start of your certificate or diploma. Where programs are divided into terms, absences begin adding up at the start of each term.
24. If a student reaches **2 unexcused days in an academic term**, the Registrar's Office will mail the student a Warning Letter. A copy of the Warning Letter will be filed in the Registrar's Office.
25. Once a student reaches **5 unexcused days in an academic term**, he/she will be placed on Attendance Probation. The student will be issued an Attendance Probation Letter. The student's sponsoring agency for funding will be notified where required. A copy of the Probation Letter will be placed in the student's file.
26. For all students placed on **Attendance Probation**, a review will be done by the Program Chair (or designate) to determine if the student is able to continue in his/her program. The student's sponsoring agency for funding will be notified where required.
27. If a student is placed on **Attendance Probation for a second time**, his/her Program Chair (or designate) will be notified and a review will be done to determine if the student is ready and able to continue in the program.

28. If the **total number (excused and unexcused absences) of days a student is absent reaches 8 in an academic term**, he/she will be required to attend an appointment with his/her Program Chair (or designate) at a set time to review if the student is ready and able to continue with school at this time. The student will be informed of this appointment by the Program Chair (or designate). If a student does not appear for this appointment, his/her Program Chair (or designate) will complete a Recommendation for Withdrawal and submit it to the Registrar's Office; furthermore, the student's funding will be cancelled. This meeting may result in two ways:
- a) Student is placed on Attendance Probation. Please refer to #27 under the Attendance Monitoring Procedure.
 - b) The Admissions Advisor will recommend the student be withdrawn and the student's funding will be cancelled.
29. All students who are absent for **more than 3 consecutive weeks** will be withdrawn from the College. If the student is receiving funding from a sponsoring agency, the agency will be informed of the withdrawal and the student's funding will be cancelled.

Implications of a Poor Attendance Record

30. It is the student's responsibility to speak to his/her facilitator and catch up on work missed.
31. Poor attendance in a previous academic term may result in requiring a student to step out of full-time training. Part-time training may be recommended.
32. A poor attendance record will remain on a student's government file.
33. Students who are withdrawn for poor attendance are ineligible to receive further full-time grant funding for up to four (4) years without government learner specialist approval.

Students with Disabilities

34. A student with a disability who requires accommodation in the area of attendance will follow the process for requesting accommodations outlined by the College.

Appeals

35. Please refer to the Student Appeals Policy (ADM-P177). A copy of this policy can be obtained at the front office in building 802 or by e-mailing the Registrar's Office at registrar@columbia.ab.ac.