

Columbia College Calgary EAL Attendance Policy

EAL Students are expected:

- To come to class on time, participate and stay in class from 9:30 am to 2:00 pm.
- To inform the facilitator if they need to be away for any length of time, even if it is a very short few minutes.
- Not to schedule appointments during the class time.
- Schedule appointments, such as doctor appointments, before or after class time.
- Not to attend class while driving or doing any other tasks beside class participation.

Absences:

- Excused absences: The EAL Attendance Administrator will excuse absences after documentation and reasons are provided. Emergencies are considered as excused absences when documentation is submitted.
- Unexcused absences: Absences that are non-emergencies and students have control to schedule them at other times.
- Arriving late or leaving class early more than 5 times may be considered one unexcused absence. In such cases, the Attendance Administrator will contact the student and remind them of having to attend the entire class if they want to continue the program.

Processes to follow:

- After **3 consecutive unexcused absences**, student will get a message from the EAL Attendance Administrator through Chat in Teams or by email. The EAL Attendance Administrator will contact the student to talk about the reason for their absence and come up with a plan to complete their course work.
- After **5 unexcused absences in one semester**, student will receive an attendance **warning letter** from the EAL Attendance Administrator.
- After **10 unexcused absences** (full or half day), student will receive an attendance **probation letter** from the Registrar's Office. It is student's responsibility to contact the EAL Attendance Administrator to discuss their future plans to attend class regularly.
- Program reserves the right to withdraw the student if no improvement is observed after receiving a probation letter.
- If a student misses **10 consecutive days** and does not contact the EAL attendance administrator to inform them about the reason, the advisor will contact the student discuss their attendance, to review student's options to

withdraw or move to another program and come up with a plan of action. Student will have to withdraw and apply again when they are ready if the advisor and the program are not satisfied with student's plan of action.

- Students who miss classes for **3 consecutive weeks** will be withdrawn and their funding will be canceled.
- Students who miss first 5 days of the semester without contacting the program, will automatically be withdrawn from the program.

Too many absences show that student is not READY and ABLE to commit to the program. Student may need to take a semester off and come back when they are ready and able.

I have read and understand the policy.

Student Name (Print)

Signature

Date