

Attendance Policy

Category	Academic & Students	Approval Date	June 11, 2024
Policy Name	Attendance	Approved By	SALT Director
Document ID	ACST-POL-4	Effective Date	June 11, 2024
Policy Owner	SALT Director	Next Review Date/Mandated Review	June 2027
Policy Lead	Faculty Managers	Revision History	
Department	SALT		

Policy Purpose

This policy aims to promote accountability, responsibility, and active engagement among students by acknowledging the pivotal role attendance plays in achieving educational goals.

Definitions

Include any relevant definitions of terms used in this policy.

- **Blended Program Delivery:** a mixed delivery of in-class traditional and asynchronous and/or synchronous online learning. Students are required to attend scheduled in-class sessions and/or scheduled synchronous online sessions, but may also do independent studying through asynchronous online as well.
- **In-Class Traditional Program Delivery:** students come on-campus for all of their learning. Learning is scheduled, paced, and in a classroom setting with an instructor.
- **Late:** Student arrives after the designated start time but within the grace period.
- **Moodle:** An online learning platform or learning management system (LMS), used for course materials, assignments, and exam scheduling.
- **Online Program Delivery:** students learn everything online through at times and locations of their own choosing, or in scheduled interactions with their instructor using Teams or Moodle. They are self-directed and learn independently. Students may be required to attend online classes at scheduled times.
- **Present:** Student is physically present and actively participating in the class.
- **Student Success Centre (SSC):** MaKami's resource centre where students can access tutoring services, schedule exam retakes, and receive academic support.

Scope

This policy applies to all students enrolled in programs offered at the College.

Policy Details

1. Purpose of Attendance at the College

- 1.1. Attendance and engagement directly affect a student's ability to complete program requirements and graduate.
- 1.2. The College is committed to providing support for students in risk of attendance issues and will be contacting them to identify and overcome any barriers the student may be facing.

2. Attendance Expectations

Attendance expectations may vary depending on the program's delivery style or type.

- 2.1. In-Class Traditional: Students are required to be physically present on campus for over 75% of classes. Attendance is taken during each session to ensure active participation.
- 2.2. Blended Programs: Combining in-person instruction with online components, students attend classes on campus for at least one day per week, while completing additional coursework online. The attendance rate for on-campus sessions is expected to be at least 75%, and engagement in online components is measured through the completion of course requirements within the Learning Management System (LMS).
- 2.3. Online Programs: Courses are offered remotely, allowing students to complete most of their work on their own time while adhering to a set progression schedule. Engagement is assessed based on the completion of assigned tasks within the LMS.
- 2.4. A program, regardless of its delivery style, may set specific attendance expectation.

3. Designated Class Times

- 3.1. Each program has its own specific class days and times, either online or in person. Please consult Moodle for the program's class times.

4. Attendance Taking for on campus classes

- 4.1. A grace period is permitted for students to enter the class after the designated start time. However, tardiness during this period will result in being marked as late.
- 4.2. Classroom doors will be closed after the grace period. Students arriving late are not allowed to enter the class until the next scheduled break and will be marked as late.
- 4.3. Attendance is taken via Moodle, the College's LMS. Students can review their attendance record by login into their account.
- 4.4. Students have one month from the date in question to challenge any errors in their attendance by contacting their instructor.

5. Missed In-Person Classes

- 5.1. If a student misses an on campus class, it is their responsibility to arrange catch-up sessions through the Student Success Centre (SSC) Department subject to faculty or tutor availability.
- 5.2. If a student has a valid excuse to miss classes in the future, they must contact the Student Academic Learning Team (SALT) Department in advance to request a modification.
- 5.3. Students facing attendance challenges are encouraged to seek assistance from the SALT Department for guidance and recommendations to minimize the impact on their program completion.

6. Program Specific Attendance Information

- 6.1. Refer to the program-specific attendance guidelines for detailed information tailored to each program.

7. Program completion

7.1. Students are subject to the Graduation Path Policy for program completion timelines.

Relevant Documents or Legislation

- Student Code of Conduct Policy
- Student Roles and Responsibilities Policy
- Program Specific Attendance Guidelines
- Graduation Path Policy

Revision History Details