
Student Attendance Policy

May 01, 2003

Name of Policy

Implementation Date

Senior Educational Administrator, Director of Operations

September 1, 2016

Position(s) Responsible

Date of Last Revision

Policy

Students are expected to attend all classes that they are enrolled in, unless they have a valid explanation for their absence. The college may require a doctor's note from students who cite illness. Instructors and the College have the right to bar students from writing the final examination of a course if students have missed 20 percent or more of the course. Satisfactory attendance is required, and is therefore taken into consideration when calculating the student's final mark for each course. Funded Students are required to follow the outlined attendance policy from their funding source.

Procedure

1. Hourly attendance records are kept for each class. Three late arrivals or three early departures will be the equivalent of one absence.
2. Absence, late arrival and/or early departure will count against their total attendance requirement.
3. If the student is absent for the first two classes of a course he or she may be removed from the class list and will have to reschedule the course.
4. Students who miss more than 20% of any course may be barred from writing the final examination. For example, a student who misses more than 1 session of a one-week course, 2 sessions of a two-week course, 3 sessions of a three-week course, or 4 sessions of a four-week course would normally not be eligible to sit the final exam.
5. Attendance is recorded from the first day of scheduled classes, not the first day of attendance. If for any reason a student begins the course late, any and all classes he or she has missed will be considered absences.
6. When unable to attend, the student must contact the College before the class start time and leave a message for the instructor. If leaving class early, students must speak with their instructor prior to their departure. The College does not give permission for any absences or for being late/leaving class early. It is the student's decision and responsibility if he/she decides to miss any class time. It is also the student's responsibility to maintain constant progress in the program. The student is also responsible for notifying any third party funder, if applicable.
7. When students are unable to attend class, they must demonstrate that there have been unanticipated and extenuating circumstances which prevented their attendance. These circumstances generally involve illnesses, personal emergencies and death in their immediate family. Absences based on illness must be accompanied by a doctor's note without exception. All absences are recorded, regardless of the reason. Students who miss over 20% of the class time, even due to illness, may be barred from sitting the final exam.
8. The College may also be required to report any attendance irregularities to funding agencies such as, but not limited to: the Provincial Student Loan Office, Workers Compensation Board, Human Resource Skills Development Canada (EI), private insurers and Canadian Immigration and Citizenship (CIC). Poor attendance may affect a student's eligibility for funding.
9. Student Loan Attendance Requirements:

- a) A student will be considered withdrawn if:
 - I. He/she misses two consecutive weeks of study (no attendance), or
 - II. He/she drops below 60% of a full-time course load for three consecutive weeks of study, or
 - III. He/she misses enough classes that school officials feel he/she cannot successfully complete the program
- b) Relevant government agencies, including StudentAid BC, are notified in the event of any student withdrawal from any program. This could result in the cancellation of a student loan.

If a student continues to demonstrate poor attendance after receiving a written warning from the College, the student may be put on probation, possibly leading to dismissal, particularly where poor attendance is coupled with poor academic performance and/or failure to maintain course completion dates.

Leave of Absence

If a student is going to be absent for more than three (3) consecutive days due to such extenuating circumstances as a family emergency or serious illness, s/he must immediately notify the Student Services Coordinator. The Campus Director will review each request and decisions will be made on a case-by-case basis. The student, upon returning to studies, is responsible for fulfilling all of the program requirements before receiving a certificate/diploma. The College cannot guarantee that the course a student needs to complete their program will be available directly upon the student's return to study. Students on financial assistance must consult with the financial aid officer at the campus and/or their provincial aid authorities as a leave of absence may cause cancellation of financial assistance.

College Program Breaks

Brighton College recognizes a two-week Winter Holiday Break during the month of December. Should students require program breaks at any time in their program, they are required to fill out a Status Change/Contract Amendment Form which is available from Student Services. The fee for the first request will be waived; however, any subsequent requests will have an administrative fee applied.

Funded Students

Students who are funded by **loan** agencies are required to report any breaks to case managers. Approval from agencies is mandatory. Students who are funded by Student Loan must contact Student Services for break requests.

Postponements

Students may postpone their program only once. The College's refund policy will be applied and enforced if students are withdrawn due to multiple postponements.