

Student Attendance Policy

Name of Policy

May 01, 2003

Implementation Date

All Members of Brighton College

Position(s) Responsible

August 18, 2025

Date of Last Revision

Purpose

This policy outlines the attendance expectations for students enrolled at Brighton College. Regular attendance is essential for student success and is a requirement for maintaining good academic standing and program completion eligibility. Attendance is monitored for all courses and work experience placement.

Definitions

The Brighton College Student Attendance Policy includes the following definitions:

- **Absence:** In face-to-face and synchronous online courses, an absence refers to the failure to attend a scheduled class, lecture, or other academic activity. This includes not attending at all or being significantly late to class or leaving early without prior approval, as such actions may be counted as absences at the discretion of the instructor.
- **Attendance:** In face-to-face and synchronous online courses, attendance refers to the act of being present and actively engaged in a scheduled class, lecture, or academic activity, typically for the full duration of the session. This includes joining the class on time and remaining for its entirety, with minimal disruption. While instructors may allow for brief exceptions, consistent participation throughout the class is expected.

Attendance Requirements

- Students are expected to attend **100%** of the scheduled instructional hours.
- A minimum attendance of **60%** is required to remain in good standing and to be eligible for the course final exam or project.
- Attendance is recorded daily by instructors.

Programs that include third-party examinations (e.g., NPI, FITT, CIFFA, AHLEI) may have specific attendance requirements.

Absences and Tardiness

- Excused Absences may include illness (with a doctor's note), family emergency, or other circumstances approved by the program coordinator.
- Students must notify the school in advance of any expected absence by informing their instructor and send an email to attendance@brightoncollege.com, in the event of an emergency.
- Supporting documentation may be required.
- Arriving late or leaving early may be recorded as partial absences; repeated tardiness may be treated as an unexcused absence.
- **Approved accommodations:** When a student has an approved academic accommodation plan that explicitly addresses attendance, late arrival, or early departure, the requirements of the academic accommodation plan take precedence over this policy.

Consequences of Poor Attendance

- Students falling below the 60% attendance threshold will be issued a written warning.

- Continued non-compliance may result in academic probation, suspension, or dismissed from the program.
- For students receiving funding (e.g., student loans or WorkBC), poor attendance may be reported to the funding agency. These agencies include (but are not limited to) the provincial Student Loan Office, Worker's Compensation Board, Human Resources Skills Development Canada (EI), and private insurers. Students funded by any of these agencies may be subject to further attendance requirements imposed by the funder. Poor attendance may affect a student's eligibility for funding.

Make-Up Work

- Students with excused absences may be allowed to complete the missed work at the discretion of the instructor.
- It is the student's responsibility to request and complete make-up assignments or tests.

International Students

International students must maintain regular and continuous attendance to comply with **Immigration, Refugees and Citizenship Canada (IRCC)** study permit conditions. Extended absences may result in dismissal from the program.

Leave of Absence

If a student needs to take a leave of absence for more than ten (3) consecutive days due to extenuating circumstances (e.g., family emergency, serious illness), they must immediately notify the instructor and Student Services. Upon returning, the student is responsible for fulfilling all program requirements before receiving a certificate or 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.

College Winter Holiday Break

Brighton College recognizes a two-week Winter Holiday Break during the month of December.

Program Break

- Any leave of absence or program break, including those for extenuating circumstances or breaks during the program, cannot exceed 12 months. If a student has not been actively enrolled in their program (i.e., participating in coursework or work experience) for more than 12 months, they will be withdrawn or dismissed from their program. This includes both planned breaks and unforeseen absences. 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.
- For International students on study permits are subject to the conditions set by IRCC, the break must be part of the college's academic calendar.
- 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.

Forms Related to Breaks

Any breaks requested or taken that result in an extension of the student's program end date require the student to complete a Status Change/Contract Amendment Form, available from Student Services. An administrative fee may apply for course rescheduling. Check with Financial Services for details.

Appeals

- Students may appeal decisions related to attendance by submitting a written request to the Student Services studentservices@brightoncollege.com within 4 weeks of course completion.

Policy Notes

The Policy of Student Attendance is included in the student handbook and posted on the college website.