



ATTENDANCE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	D. Student & Academic
Parent Policy:	D10
Approval Date:	November 30, 2023
Effective Date:	November 30, 2023
Procedure Owner:	Vice President, Academic

Overview:	The objectives of Policy D10 Attendance are achieved through the following procedures.
Procedures:	<p>Absence/Responsibility/Consequence</p> <p>Attendance requirements are established through the Program Curriculum Committee (PCC) in the discussion of the course outline of the relevant course.</p> <p>The instructor is responsible for implementing the attendance requirements for each class. Each instructor must describe any attendance requirements and include them in the course outline together with the consequences for failing to meet the requirements. The course outline must be made available the first day of class. Course outlines are available online through the Olds College website.</p> <p>Students are responsible for notifying their instructor(s) of any impending absences from a particular class and for completing all required projects or coursework and assignments to the satisfaction of the instructor(s). Failure to meet attendance requirements will result in consequences clearly outlined by the instructor and reflected in the course outline. Chronic absences in several classes may result in poor academic performance and results. Student absence for any reason does not require instructors to re-create the missed learning experience.</p> <p>If an accreditation program mandates regular attendance, this must be adhered to in all courses within that Program of Study.</p> <p>Field Trips or Other College Initiated Absences</p> <p>Every instructor has the right to have students attend their regularly scheduled class. For any college sanctioned activities (for example, field trips, sports team participation, etc.) that impact students' ability to attend scheduled classes, it is the responsibility of the organizing instructor/staff member to notify any affected program instructors within the first 10% of the impacted instructional period (i.e. within the first 1.5 weeks of a traditional 15 semester). It is also the responsibility</p>

of the organizing instructor/staff member to discuss alternative means by which students could make up the missed material with the affected program instructors. For college-sanctioned activities planned in the first 10% of the impacted instructional period, it is the responsibility of the organizing instructor/staff member to notify any affected program instructors 2 weeks prior to the start of the impacted instructional period.

Appeal Process

Students, whose course grades may have been impacted as a consequence of this policy, may believe they can demonstrate that the application of this Policy did not take into account all extenuating circumstances. If so, they may submit an appeal of a final grade in a course in accordance with Policy D25 Student Code of Conduct Policy and D25 Student Disputes, Complaints and Appeal Procedure.

Definitions:

Related Information:

D10 Attendance Policy
D25 Student Code of Conduct Policy
D25 Student Code of Conduct Procedure (Reporting, Investigations and Outcomes)
D25 Student Disputes, Complaints and Appeals Procedure

Review Period:

3 Years

Revision History:

New: November 2023