

## **Cambridge College Policies**

### **ATTENDANCE POLICY**

Attendance is a key component in student retention, progression and successful graduation. Students who attend regularly are more likely to successfully complete their program and achieve better results.

Students attendance requirements depend on contracted course load, program schedule and the requirements of the funding source/sponsoring agency. Failure to attend in accordance with program course load, program schedule and funding source/sponsoring agency's requirements may result in withdrawal from the program.

- Students sponsored by external agencies will be withdrawn for failure to meet funding agency's course load requirements. Students are responsible for understanding and meeting their sponsor's requirements.
- Attendance and punctuality are particularly important during laboratory assignments, lectures and practicum. Absence or lateness during labs will lead to incomplete assignments and students will be expected to catch-up without additional assistance from instructors.
- Absence or lateness may affect student final grade in transcript. Marks (Points) that count towards final score are awarded for classroom participation in some programs/courses. Absence or lateness will negatively impact student score. Students may receive an incomplete as determined by the instructor for excessive absence, or lateness in a course. Absences may be excused at the discretion of the instructor or director; doctor's note may be required. The student may have to successfully repeat the course component in order to receive credit for that course.
- Excessive absence and late arrival or early departure may be recorded in students' final transcript.
- Eligibility for practicum, internship positions and other opportunities may also be adversely affected by poor attendance.
- Sponsoring institutions will withdraw financial assistance and require withdrawal from the program if students do not comply with sponsor's policies.
- Students who are receiving student loans and/or other financial aid (e.g. EI) must also comply with their sponsor's requirements. Students are solely responsible for understanding and meeting their sponsor's requirements. Students failing to comply with their sponsors course load requirements will be withdrawn, sponsors notified and tuition refund returned to the sponsoring agency or the financial institution.

Instructors are responsible for recording student attendance in accordance with the student attendance monitoring procedures; reminding students of the importance of regular attendance, and following up on students with unsatisfactory attendance on weekly basis as per academic progress, probation and student success; and withdrawal and dismissal policies.

### **PENALTIES FOR ABSENCE**

#### **Expulsion when:**

- Absence from program for 10 or more consecutive days;
- Irregular attendance in a full-time program resulting in average course load of 60% or a minimum value as specified by the sponsor;
- Absence to a point where successful completion is not possible;

- Absenteeism of 20% of program.

### **Warnings**

Students will receive written notices before being withdrawn:

- after one consecutive week of absence;
- when irregular absence has resulted in average course load below 65%;

This will provide student with opportunity to correct the situation;

### **Grades/Transcripts**

Excessive absences and lates may be recorded in students' final transcript.

### **Internships Opportunities**

Eligibility for internship positions if applicable and other opportunities may also be adversely affected by poor attendance.

### **Procedure**

1. Student's attendance is taken on daily basis and tabulated at the end of the week.
2. Instructor(s) make note of student's absence and meet with the student the day\class to find out reason(s) for absence; and notify the student on coursework missed.
3. Instructor(s) meet with student(s) who had poor attendance the previous week to find out the reason(s) for poor attendance and collect medical documentation, etc.
4. Instructor informs student of coursework missed and provides timelines for completion and submission to enable student to catch-up.
5. Instructor meets with student(s) who has poor progress or has poor attendance and discusses the situation; student is placed on probation and a warning letter issued, copy of warning placed in student file.
6. Probation ensures that there is assessment and feedback between student and instructor prior to final withdrawal. If dismissal becomes necessary, student is notified in writing within five business days.