

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: **Class Attendance Policy**

EFFECTIVE DATE: **January 10, 2020**

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all students who are registered in a credit course at the College.

2. PURPOSE AND PRINCIPLES

2.1 Purpose

Regular student attendance in all scheduled activities of a course will maximize student success.

2.2 Principles

The College believes that students themselves are primarily responsible for their attendance.

3. DEFINITIONS

3.1 Dean

For the purpose of this policy, refers to Dean or an academic administrator with program responsibilities.

4. POLICY

4.1 The College considers interactive engagement with other students and the Professor to be one of the essential and central components of the learning environment.

4.2 Students enrolled at the College are expected to participate fully in their education which includes attending classes, laboratory sessions and other course activities as scheduled and posted in section specific documents.

- 4.3 Attendance expectations, set by the Professor, are found in the section specific information which is posted to the course in the Learning Management System (iLearn). These expectations are reviewed with students during the initial class session.
- 4.4 Attendance records are reviewed by the Dean and Professors as part of 'At Risk' and 'Promotion' meetings and considered in decisions related to progression in the program.

5. ROLES AND RESPONSIBILITIES

5.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5.2 Vice President Academic

The Vice President Academic is responsible for the effective implementation of this policy and is to resolve any disputes arising over policy interpretation.

6. EVALUATION

This policy shall be reviewed every five years or earlier if required.