

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Class Attendance

EFFECTIVE DATE: November 5, 2009

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.

2. PURPOSE AND PRINCIPLES

2.1 The College expects regular learner attendance in all scheduled activities of every credit course.

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

3. POLICY

3.1 The College considers interactive engagement with other students and faculty, in a structured setting, to be one of the essential and central components of the learning environment.

3.2 Students enrolled at the College must make a commitment to participate fully in their education which includes attending all classes, laboratory sessions and other course activities as scheduled.

3.3 Specific, including section specific, attendance policies are set by the faculty, who state in the course outlines section expectations and during initial class sessions. A copy of the policies shall be provided to each student and posted electronically for easy access by the students.

3.4 It shall be the responsibility of each student to comply with the established attendance policy of each credit course in which they are registered.

3.5 If, in accordance with the course attendance policy, the faculty member determines that excessive absences are jeopardizing a student's ability to obtain

a passing grade in the course, the faculty member may direct the student to Counselling for additional support. In addition, the faculty member may review the situation with the Program Dean.

4. ROLES AND RESPONSIBILITIES

4.1 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.

4.2 Vice President, Academic

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

5. EVALUATION

This policy shall be reviewed every three years.