Attendance policy

**Policy statement**
Regular attendance is considered important to learners’ success. Learners are expected to meet the attendance requirements of the specific programs in which they are enrolled.

**Purpose**
This policy aims to support learner success by establishing standards for learners’ attendance.

**Scope**
This policy applies to all learners enrolled in either credit or non-credit courses and all faculty and staff involved in attendance tracking.

**Principal objectives**
1. Learners are responsible for their own learning and adherence to Bow Valley College attendance requirements.
2. Bow Valley College is responsible for clearly communicating attendance standards to learners.
3. Academic departments will define attendance requirements as appropriate for their programs and will administer all processes related to tracking learner attendance, including enacting withdrawals as necessary.

**Compliance**
Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.
Accountable officer
VP, Academic and Chief Learning Officer

Responsible officers
Dean, Chiu School of Business
Dean, School of Health and Wellness
Dean, School of Community Studies and Creative Technologies
Dean, Centre for Excellence in Foundational Learning
Dean, Centre for Excellence in Immigrant and Intercultural Advancement

Approval
Board of Governors

Contact areas
Office of the Dean, Chiu School of Business
Office of the Dean, School of Health and Wellness
Office of the Dean, School of Community Studies and Creative Technologies
Office of the Dean, Centre for Excellence in Foundational Learning
Office of the Dean, Centre for Excellence in Immigrant and Intercultural Advancement

Relevant dates
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<th>Board of Governors: BOG161209-03</th>
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<td>January 2017</td>
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<tr>
<td>Next review</td>
<td>December 2021</td>
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Modification history
- December 9, 2016
- Rebranded 2021
- Policy Committee reviewed and updated numbering format January 2022

Verified by
Office of the President, March 2022*

Associated policies
Academic Continuance and Graduation Policy #500-1-5
Code of Conduct Policy (Learners) #500-1-1
Grading Policy #500-1-6
Learner Accommodation Policy #500-1-4
Learner Appeals Policy #500-1-12
Learner Credit and Registration Policy #500-1-17

Directly related procedures
Attendance Procedure #500-1-10

Related legislation
FOIP
Post-Secondary Learning Act