

## **ATTENDANCE PROCEDURE**

### **Parent Policy**

Attendance Policy #500-1-10

### **Purpose**

This procedure aims to support learner success by promoting standards for learners' attendance.

### **Scope**

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

### **Compliance**

Employees (including contractors) and learners are responsible for knowing, understanding, and complying with Bow Valley College procedures to the extent that procedures relate to their position, employment, or enrolment at the College.

### **Procedures**

1. Attendance Standards
  - 1.1 Academic departments will establish attendance requirements where they deem appropriate.
  - 1.2 It is the responsibility of each program area to advise their learners of their attendance standards.
  - 1.3 It is the learner's responsibility to be aware of the attendance requirements for the program and courses in which they are registered.
  - 1.4 Learners receiving financial aid are expected to be aware of and comply with any condition of their sponsorship, which may include specific attendance requirements beyond their program's attendance standards.
2. Attendance Tracking
  - 2.1 Attendance may be tracked for learners as per departmental discretion.
  - 2.2 Learner attendance records are kept as required within the academic department and will not form part of the learner's official record.
3. Withdrawal due to lack of attendance
  - 3.1 Any learner who fails to comply with established attendance requirements may be withdrawn from that course.
  - 3.2 Withdrawal decisions related to attendance will be made by the Academic Dean or designate giving consideration to the learner's academic performance as well as impact of attendance on other learners.
  - 3.3 Withdrawals will be graded as per the Bow Valley College Grading Policy.
  - 3.4 Any learner who is withdrawn from study due to attendance may appeal the withdrawal decision through the learner appeal process.

**DATA SHEET****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

**Relevant Dates**

<b>Approved</b>	December 9, 2016
<b>Effective</b>	January 2017
<b>Next Review</b>	December 2021
<b>Modification History</b>	December 9, 2016

**Related Policy**

Attendance Policy #500-1-10

**Associated Policies, Procedures, and Guidelines**

Academic Continuance and Graduation Policy #500-1-5

Admissions Policy #500-1-2

Code of Conduct Policy (Learners) #500-1-1

Grading Policy #500-1-6

Learner Appeals Policy #500-1-12

Learner Credit and Registration Policy #500-1-17

Learner Records and Information Policy #500-1-16

Prior Learning Assessment and Recognition Policy #500-1-8

Transfer Credit Request Policy #500-1-9

Tuition and Fees Policy #500-1-15

**Related Legislation**

FOIP