

Standard Number:	<b>2004</b>	Effective Date:	<b>Jan 1, 2024</b>
Standard Title:	<b>Attendance</b>	Last Updated:	<b>Dec 4, 2023</b>
Standard Category:	<b>Academics</b>	Next Review Date:	<b>Jul, 2025</b>

## Purpose

This standard is to ensure Ridge Meadows College's attendance rules are applied in a consistent and fair manner and effectively communicated to students.

## Definitions

Class: one session of a course offered in a program or individual course.

Course: one course of the program which is required to achieve a regulated certification, or consideration for completion of College defined program.

Program: the complete set of all courses required to achieve a regulated certification, or the collection of courses defined as a program by the College.

Seat: a student's registered position / enrollment in a course.

## Statement

RMC encourages regular attendance and participation in all courses at the college. Regular attendance is necessary for the comprehension of learning objectives and class participation.

Attendance requirements may vary depending upon the program, or depending upon the special circumstances of the student (such as international status or recipient of StudentAid or WorkBC funding). It is the responsibility of each student to be aware of and fulfill any special attendance requirements of their program or circumstance.

It is the responsibility of the course instructor to promptly and accurately record attendance for all students in the course on a class-by-class basis.

## General Regulations

1. Registered students are required to attend the first class of the semester or to inform their instructor should they be absent.

- a. Students who do not attend the first class, or do not inform their instructor of absence in advance, may be withdrawn from the course at the discretion of the college and have their seat taken by another student from a waitlist.
- b. Students who register after the start date for a term, will not be withdrawn from a course if missing the first class.
2. Instructors may set attendance requirements for a course, provided those requirements are necessary for meeting learning objectives and fall within any required program requirements.
3. If attendance is required outside of normally scheduled hours for a course, that information will be provided in the course syllabus on the first day of classes.
4. Many courses contain a participation grade. Students should note that participation is not equivalent to attendance. Being present in class does not guarantee a good participation grade. Students who are present, yet remain quiet and disengaged may receive a poor participation grade, however a student who is absent on a regular basis cannot participate for those classes and is therefore likely to receive a poor participation grade.
5. Students who are late and miss more than 1/3<sup>rd</sup> of scheduled time for a class may be marked absent at the discretion of the instructor.

### **Program Specific Regulations**

1. In all Early Childhood Education programs, students may only be absent for one class in a course per semester. This is a requirement of the ECE Registry, as students must meet a threshold for minimum hours in a course.
  - a. Students who miss more than one class in a course due to extenuating circumstances should contact the instructor and/or program chair to provide evidence of their circumstances and arrange alternative instruction for missed time.
2. Students within the Education Assistant and Community Support Worker programs may not miss more than two classes in a course per semester.
  - a. In some shorter courses within the program, students may only miss one, or in some cases zero classes. Such cases will be identified on the course syllabus.
3. In cases where no special attendance requirements are noted, it should be assumed that students may not miss more than two classes in the course per semester.

### **Withdrawals**

Students who miss the first day of class and are withdrawn under provision 1(a) will not receive a grade in the course and the course will not appear on their transcript. They will be eligible for a refund in accordance with Standard 3001 – Payments and Refunds, and Standard 3001R – Payments and Refunds Rules.

Students who attend a majority of a class but do not meet a course's attendance requirements may receive a W or F grade at the discretion of the college.

## Appeals

Students who have been withdrawn under this standard may appeal in writing to the Program Chair within 7 days of their withdrawal notice. Students will receive a response from the Program Chair within 7 days. The decision made during the response is final.

## Related Standards

- 3001 – Payments and Refunds
- 4005 – Academic Standing
- 4006 – Student Code of Conduct

## Related Rules

- 3001R – Payments and Refunds Rules