



## ATTENDANCE POLICY

Policy Area:	Academic		
Policy Number:	ATTPL_2402R_ED/PVPA		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Provost and Vice President Academic		
Stakeholders:	Students and Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Education Council		
Approval Date:	February 1, 2024		
Effective Date:	September 1, 2024		
Replaces or New:	OC Calendar Attendance Policy		
Last reviewed:	February 2024	Scheduled review date:	February 2029

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Procedures:	<i>None</i>
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### 1. Policy Statement

Okanagan College recognizes that Attendance and Participation in learning activities play critical roles in Student success and in some cases, Attendance is mandatory for successful completion a course/program.

### 2. Purpose

This policy establishes expectations regarding Student Attendance and Participation and provides guidance to Students and Instructors/Tutors when taking into consideration unexpected or planned absences.

### 3. Scope and Application

This policy is applicable to all Instructors, Tutors and Students in credential courses and programs.

### 4. Definitions

**Attendance** Means the student's presence in the designated learning environment(s).

**Course (Program) Outline/Syllabus** Means a description of the main content, organization, and expected learning outcomes of a course. A course outline/syllabus normally includes such

	information as the number of credits awarded for successful completion of the course, attendance and hours of class time required, evaluation procedures, assignments, texts, and readings.
<b>Instructor</b>	Means College professor, vocational instructor, or continuing education instructor.
<b>Participation</b>	Means student engagement in activities set by the Instructor/Tutor throughout the course.
<b>Student</b>	Means any person enrolled as a student at Okanagan College.
<b>Tutor</b>	Means a Distance Education department employee whose role is to tutor students and mark the students' assignments and exams.
<b>Unexpected Absence</b>	Means an absence from class that is not anticipated such as illness or unforeseen circumstances beyond a students' control, and, if required, can be verified with documentation.

## 5. Policy Principles

- 5.1 Students are encouraged, and in some cases required, to attend the full duration of all regularly scheduled classes, lectures, laboratories, seminars, tutorials, workshops, practicum, field trips, and placements for which they are registered.
- 5.2 It is the responsibility of the Student to understand any course and/or program Attendance and Participation requirements pertaining to courses for which they are registered.
- 5.3 Instructors/Tutors may include Student Attendance and/or Participation in the calculation of a course grade.
- 5.4 The Course (Program) Outline/Syllabus must include the ways in which Student Attendance and/or Participation are used to calculate the final course grade.
- 5.5 Instructors/Tutors may establish minimum requirements for Attendance and/or Participation for successful completion of the course or program. In addition, programs may require class punctuality and include specific guidelines on tardiness in attendance/participation requirements.
- 5.6 Absence for any reason does not relieve Students of their responsibility to complete the course requirements. Students should be informed that some course activities, by their nature, (for example, practicum, field trips, and group work) cannot be replicated.
- 5.7 In the event of an Unexpected Absence that would affect a Student's grade/performance, it is the Student's responsibility to notify and provide a rationale for the absence to their Instructor/Tutor. Instructors/Tutors may ask for additional documentation/verification regarding the absence.
- 5.8 The Course (Program) Outline/Syllabus will state whether Attendance and/or Participation in course activities outside regularly scheduled class times are mandatory (i.e. field trips, off-site experiences). The students will be informed of the dates and times of these course activities during the first two weeks term/semester so that they have enough notice to reasonably accommodate their schedules.

- 5.9 In any course, Instructors/Tutor may use a Student's Participation within a virtual environment, such as a learning management system, when assigning grades for Attendance and/or Participation.
- 5.10 With respect to Attendance, Instructors/Tutors will provide reasonable academic accommodations to students registered with Accessibility Services based on current supporting documentation.
- 5.11 Instructors/Tutors will make reasonable efforts to accommodate requests from Students for absences from classes or exams regarding:
- a) recognized religion and spiritual days practiced by the student.
  - b) participation in competitions (International, National, Provincial level), and College-approved student competitions/events.
    - i) Students are responsible to request such absences from their Instructors/Tutors before these days occur and as soon as possible in each term/semester.
    - ii) Depending on the program or course there may be instances when a requested absence will not be able to be accommodated.
    - iii) In cases where a Student is absent due to situations listed in 5.11a) and b), Students should confer with their Instructors/Tutors regarding any missed course requirements.

## 6. Related Acts and Regulations

*None.*

## 7. Supporting References, Policies, Procedures and Forms

*Final Examination Policy*

### History / Revisions

Date	Action
2024-02-01	Revision Approved by Education Council: <i>Attendance Policy</i> (ATTPL_2402R_ED/PVPA)  Replaces OC Calendar Attendance Policy