

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

Learners are responsible for their own learning and adherence to Bow Valley College attendance requirements.

Bow Valley College is responsible for clearly communicating attendance standards to learners.

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.

DATA SHEET

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

Approved	December 9, 2016
Effective	January 2017
Next Review	December 2021
Modification History	December 9, 2016

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