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Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Student Attendance and Performance in Courses and Programs
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Category:	Education/Academic Policies

STUDENT ATTENDANCE AND PERFORMANCE IN COURSES AND PROGRAMS

POLICY STATEMENT

Certain courses and programs are intended to enable students to develop behaviours that meet accepted workplace practice. Others require that students work extensively in groups to meet intended learning outcomes. Students in courses or programs at Valemount College are expected to attend classes regularly, be punctual, and demonstrate a satisfactory level of performance and rate of progress, individually or as members of teams, within the time guidelines set for the course or program. Failure to meet these expectations may result in failure in the course or program.

PURPOSE STATEMENT

Valemount College has deliberately avoided imposing broad attendance and progress requirements in an effort to encourage students to accept personal responsibility for their performance. However, the nature of some courses or programs, and/or the structure of the curriculum in some courses or programs, is such that this policy is required to address specific program requirements. The primary responsibility for enforcement of this policy rests with the Instructor.

The following specific areas of concern are addressed by this policy:
• Students with irregular attendance;
• Students who habitually arrive late and/or leave early, or who take prolonged breaks;
• Students who may have satisfactory attendance but who do not demonstrate reasonable progress through the course or program; and
• Students who fail to meet their obligations as team members in courses where this is a significant requirement.

Any student under the sponsorship of external funding agencies must meet the requirements of that agency. Valemount College assumes responsibility for complying with the reporting procedures of these agencies.

GUIDELINES

Expectations

Programs that desire this policy to be applied will clearly communicate expectations to students in writing. These written expectations will be distributed to each student at the beginning of the course or program via the Course Outline, and students should refer to the college website to familiarize themselves with the Policies of Valemount College.

Attendance and Progress

Program information will be communicated through Course Outlines, where clear expectations of attendance and progress will be explained. This communication will include information concerning the possible results of non-attendance, unsatisfactory progress and any other relevant information. In consultation with Instructors, students with disabilities may present circumstances which may exempt them from meeting the same attendance standards that are normally expected of other students. Should students without extenuating circumstances not meet attendance requirements, the Instructor may exclude them from completing the Final Exam.

Students should note that if they have registered for a course, and have not formally dropped the course within the "add/drop" period and/or have not attended the course, they will receive a letter grade of "F" and must pay for the course. Instructors will take attendance at the beginning of each class. Students may report absences by contacting College staff and/or the Instructor, and College staff will record the information.

<u>Performance Contracts</u>
A student whose attendance or progress through the course or program is not satisfactory will be required to enter into a Performance Contract, which will be in writing, and will include:

- realistic and detailed steps to help the student improve attendance and/or performance;
- the length of time of the contract, and;
- the means of evaluating success or failure in meeting the terms of the contract.

The Instructor may fail a student who does not meet the terms of the Performance Contract.

<u>Re-entry to a Course or Program</u>
Re-entry information will be provided within the written expectations included in the related Course Outline.

REFERENCES
Community Code of Academic, Personal and Professional Conduct (Code of Conduct) Policy #2-03
Student Appeals Policy #2-10
Fees and Refunds Policy #3-01
Registration Policy #3-03
Final Grade Reporting Policy #3-05