

Class Attendance Policy

Procedure #	AA-428-P01	Revision #	02
Accessibility level	A	Effective date	01/21/2021

Class Attendance Procedure

Procedure

1. Attendance is recorded for every class.
2. Students are expected to attend all classes on time as scheduled on the timetable.
3. Satisfactory attendance is deemed to be greater than 90% of the scheduled course contact hours.
4. Students who fail to meet the minimum 90 % attendance during the study period will be deemed in breach of the attendance policy.
5. Written and verbal WARNINGS will be made during the monitoring stage, taking into account the student's right to privacy.
6. This progressive monitoring of attendance aims to ensure that a student's attendance does not fall below 75%.
7. In order to encourage student attendance and to minimize withdrawals, instructors are to keep accurate attendance records and to draw students' attention to attendance requirements. The instructor will also notify the students at 3 stages.
 - 7.2 The First Warning Letter is issued when a student's attendance drops below 90%
 - 7.2 The Second Warning Letter is issued when a student's attendance drops below 80%
 - 7.3 A DN letter is issued when a student's attendance drops below 75%
8. Instructors need not give substitute assignments or examinations to students who miss classes. Consideration will be given to excused absences such as approved medical leaves or emergencies.

Related Documents

1. DN Grade Form (AA-428-F1)