

# Royal Bridge College Attendance Policy

**Royal Bridge College**

Name of Institution

**04308**

Institution Number

**Attendance Policy**

Name of Policy

**September 1, 2021**

Effective Date

**September 1, 2024**

Revision Date

## Attendance Policy

The aim of the Attendance Policy of Royal Bridge College is to record students' course attendance to give students the best opportunity for success while studying at the Royal Bridge College. This attendance policy applies to both full time and part time students enrolled in any program offered by Royal Bridge College.

### 1. The minimum attendance requirements for students are as follows:

- Instructor will record, monitor, and report the attendance of all students in his/her class for all their courses.
- Any absences without a valid reason will be considered as unauthorized.
- Instructor may ask for a doctor's note from the student, if needed, in case of sickness.
- Students are required to maintain a minimum attendance rate of 75% in each course.

### 2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:

- In case the absences were not authorized, the student will receive an incomplete grade.
- A student who makes up missed exams/projects/assignments will not receive a grade higher than 50% (minimum graduation marks).
- Any student falling short of 75% attendance will require withdrawal from the course and will be asked to repeat that course.
- The following kinds of reasons for absence would not generally be acceptable:
  - Personal vacations
  - Employment schedule conflict
  - Leisure activities/ Birthdays etc.

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3. The process by which students must report an absence is as follows:

### **Absence Reporting Process**

- Students are expected to report any absence due to illness or other valid reasons to the college front desk within one hour of the class start time on the first and all subsequent days of absence either by phone or e-mail.
- Leave a voice-mail message at the front desk in the event if there is no reply to telephone calls.
- Provide medical evidence to support absences of more than 3 consecutive days. This medical evidence can either be emailed to Royal Bridge College or presented to the instructor upon returning to class.
- Catch up on any work missed due to absences.