STUDENT ATTENDANCE POLICY

Importance of Attendance

Attendance is crucial for success in all courses, whether conducted in-person or online, as missing lessons can significantly impact a student's understanding and retention of the material. Punctuality is also important; students are expected to arrive on time at the start of each class, remain for the duration of the class and promptly return after breaks.

Minimum Attendance Requirement

For all courses, minimum attendance of 80% is required. Meeting this standard ensures that students are fully engaged and can benefit from the curriculum.

Types of Absences

1. Excused Absences

An Excused Absence from attending classes is defined as a permitted absence granted to a student for specific, acceptable reasons that meet institutional guidelines. These reasons typically include, but are not limited to:

- **Illness or injury:** Serious illness, including contagious disease, injury or sudden health changes requiring hospitalization.
- **Medical Appointments:** Scheduled appointments that cannot be arranged outside of school hours, such as appointments with a specialist.
- **Family Emergencies:** Situations such as a family member's hospitalization or urgent care needs.
- **Personal or Family Occasions:** Participation in personal or immediate family weddings and/or ceremonies.
- **Bereavement:** The death of an immediate family member, typically requiring documentation. Leave is granted for 3–5 calendar days, with an additional 4 days permitted for international travel. To finalize a bereavement request, students must submit a request form and supporting documents (death certificate or certificate from the hospital and flight ticket, if applicable) to the Student Services Office. The absence (a maximum of 9 consecutive days) will not affect the student's attendance percentage, and 100% attendance will be granted if all necessary assignments, quizzes, and exams are submitted and participated in.
- **Natural Disasters:** Events like floods or storms that impact safety or access to school.
- **Court Appearances:** Required attendance for legal matters.

- **Other Circumstances:** Situations beyond the student's control, evaluated on a case-by-case basis.

Students may be granted partial (50%) or full attendance (100%) credit for these absences if they provide necessary documentation and complete all required coursework.

2. Unexcused Absences

An Unexcused Absence from class is defined as an absence that is not permitted by the College's attendance policy. This typically includes, but is not limited to:

- **No Valid Reason:** Missing class without a legitimate reason (e.g., traveling and vacation, non-emergency appointments, social events, oversleeping, inadequate planning, lack of interest, etc.)
- **Failure to Notify:** Not informing the College or the instructor of the absence before the class starts, or as soon as reasonably practicable where advance notice was not possible (for example, an emergency).
- **Lack of Documentation:** Failing to provide required documentation for an absence (e.g., medical notes, bereavement documentation).

Unexcused absences may negatively impact a student's attendance record, participation grades, and overall academic standing.

3. Absences Related to Disability, Medical Conditions, or Protected Grounds

Multihexa College recognizes its obligations under the British Columbia Human Rights Code (RSBC 1996, c. 210) and is committed to accommodating students with disabilities, chronic illnesses, mental health conditions, learning disabilities, pregnancy-related conditions, physical disabilities, temporary injuries, or other conditions protected under human rights legislation.

Students who require attendance accommodations due to a disability, medical condition, or other protected ground should contact the Associate Director or Student Services to discuss their needs. The College will engage in a good-faith accommodation process and may require supporting documentation (e.g., a letter from a physician or registered health professional) to determine appropriate accommodations.

Absences that are related to a documented disability, medical condition, or protected ground and that are supported by an approved accommodation plan will not be treated as unexcused absences and will not count against the student's attendance percentage, provided the student complies with the terms of the accommodation plan and completes required coursework.

4. Partial Absences

A Partial Absence from class is defined as a situation where a student attends only a portion of a class session rather than the entire duration. This can occur when a student arrives late, is unresponsive throughout the class, or leaves early, resulting in missed instructional time.

To avoid classroom disruption, a student who arrives more than 15 minutes after the start of class or leaves more than 15 minutes before the end will be considered partially absent. Instructors may refuse entry to latecomers until the next break and may deduct hours for lack of engagement, going on extended breaks, and/or sleeping during the class.

Additionally, a student may be marked absent for part of the class if they fail to follow the 'Camera ON' rule for online sessions, log in late, or log off early.

Absence Notification
Students unable to attend a class must email their Instructor before the class start time, or as soon as reasonably practicable, detailing their name and reason for absence.

Leave of Absence
Students wishing to travel during their study period must seek prior written approval from the Administration Office and their Instructor before making travel plans. Failure to seek approval may result in consequences such as failing a course or being reported as withdrawn to funding agencies after sending notice to student. Students who have been approved for leave of absence are responsible for making up any missed work.

Dismissal Due to Attendance
In case of dismissal due to attendance/punctuality reasons, the Tuition Refund Policy will apply. Re-admission to further programs of study will require special approval from the Administration Office as well as payment of full applicable re-admission and tuition fees.

Dismissal Due to Non-Contact
Students who are absent for 10 consecutive scheduled school days without contacting the College may be dismissed from their studies in accordance with the Dismissal Policy.

Disciplinary Stages for Attendance Tracking (Applicable to all delivery modes)
Stage 1 – Initial Warning (Below 80% Attendance)

An initial verbal warning will be issued by the instructor/College if attendance falls below 80%. The warning will include a discussion with the student about the importance of attendance and expectations moving forward.

Stage 2 – Second Warning (Below 70% Attendance)

If attendance issues persist after the initial warning and the attendance drops below 70%, a written warning will be issued by the instructor. The Administration Office will be informed, and a record of the warning placed in the student's file.

Stage 3 – Formal Written Warning and/or Probation (Below 60% Attendance)

If attendance falls below 60%, a formal meeting with the student and Administration Office will be required. A Progress Report will be sent to the student, outlining the specific concerns and required actions. The student may be placed on probation and receive a Disciplinary Progress Report outlining the probation terms, which must be signed by the student; further disciplinary actions may be considered on a case-by-case basis.

Stage 4 – Dismissal (Below 50% Attendance)

If attendance falls below 50%, the student may be dismissed from their studies at the College. The Tuition Refund Policy applies, and re-admission requires special approval from the Administration Office and payment of full tuition and fees.

Student Responsibilities

Students are expected to:

- Maintain the minimum attendance requirement.
- Notify their Instructor before the class starts, or as soon as reasonably practicable, about any absence.
- Discuss any planned excusable absences with their Instructor and, in case a leave of absence is requested, with the Associate Director.
- Provide documentation to substantiate absences, as required.
- Contact the Administration Office if they have difficulty meeting attendance requirements.
- Be present for exams/quizzes and stay on track with readings and assignments during any absence.

Other Considerations

- Daily attendance records will be kept on file and submitted to regulatory bodies, financial assistance agencies, and IRCC as necessary and whenever requested.
- Every absence will be recorded. Unexcused absences count against the student's attendance percentage. Absences that are excused or accommodated under this policy (including bereavement, medical, and accommodations under the BC Human Rights Code) are recorded for reference but do not count against the student's attendance percentage.
- All students must keep their cameras ON during online classes. This is considered part of student participation and may be marked as a partial absence. Having cameras ON during classes fosters engagement and active participation, enhances communication through nonverbal cues, and promotes a sense of community.

- Instructors may use discretion to implement specific class management rules beyond those contained in this policy if they deem it necessary to support attendance and punctuality among students.
- Attendance at field trips and any College-organized activities is imperative.
- Attendance for asynchronous courses is monitored and tracked through academic progress on the LMS platform.

Contact Information

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