



PROCEDURES

Title	Requirements for Student Attendance and Participation
Policy No.	C.1.5
Approval Body	Education Council
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	April 11, 2017; May 15, 2012
Effective Date	June 13, 2017

Where departments choose to adopt student attendance, timeliness and participation requirements, the following shall apply:

1. The departmental requirement will be included in the Program Content Guide, Course Outline and/or Department Manuals:
 - a. A description of the attendance, timeliness, participation and other requirements, including a definition of excused absences as it relates to the program or department
 - b. A rationale for the requirements
 - c. Consequences for the student of not following the requirements
2. Instructors will comply with the requirements established by their department.
3. Please refer to policy C.1.1 Grading, Progression and Withdrawal for details on procedures requiring a student to withdraw. Instructors are only permitted to require a student to withdraw from a course for failure to meet non-educational standards. Non-educational standards can include safety concerns and/or inability to meet professional practice standards due to a failure to meet attendance requirements.
4. Students who wish to appeal a decision under this policy that affects their final grade may appeal their grade through the College's Policy C.1.2 Appeal of Final Grade.
5. Departments will ensure VCC applicants and students enrolled in external educational activities such as work experience or internships sponsored by agencies and/or accreditation bodies will observe the attendance, timeliness and participation requirements established by these external bodies.

RELATED POLICY

Refer to C.1.5 Requirements for Student Attendance and Participation Policy