



ontario college
OF BUSINESS & TECHNOLOGY

Unit No.7, 7071 Airport Rd. Mississauga, ON, Canada, L4T 4J3
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Student Attendance Policy and Procedure

Category: Student Affairs (SA)

Number: SA-031

Responsibility: Vice-President of Student Experience and Success and Vice-President, Academic

Approval: Executive Team - 2024

Amendments:

1. Purpose

The Ontario College of Business and Technology's (hereafter referred to as "OCBT" or "the College") objective is to support student success through the establishment of academic progress standards. OCBT believes that absences can be minimized through prevention, early intervention, and individual case management, and that student attendance issues are best resolved in a positive, supportive manner.

In line with the College's objective of promoting student success, the purpose of this policy and procedure is to outline the College's attendance requirements, as well as the consequences for not meeting them.

2. Scope

This policy and procedure applies to all students enrolled in OCBT courses and programs.

3. Definitions

Student Watch List – Students who do not achieve 60% overall attendance in any given course are placed on a Student Watch List to follow-up on the student's well-being.

4. Policy

Full attendance is strongly encouraged in all academic delivery methods, including synchronous and asynchronous courses. Poor attendance may impact on the student's registration status in the College. Missed assignments, tests, or other evaluative tools could result in the forfeiture of grades and lead to the involuntary withdrawal or termination of the student from OCBT.



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Attendance Requirements and Consequences

- I. Absences, tardiness, as well as leaving early will be recorded as part of the student attendance record. Attendance will be taken daily at the start and end of class by the instructor and compiled at the end of each module.
Students are expected to inform their faculty members or the office if they must miss a class. The minimum attendance requirement for students in a course and in a program is 70%.
- II. A student who is taking courses or a program online or in a hybrid mode typically has readings, lectures, assignments, tests, discussion items, and projects (or some combination of the foregoing) to complete or participate in each week. To meet attendance standards, a student is expected to complete all required coursework for that week, including participating in discussions, submitting assignments, and completing exams. Students in hybrid programs must attend any mandatory in-person portions of the program, such as labs.
- III. The consequences for students who do not meet the minimum attendance requirement listed above are as follows:
 - a. students who do not achieve 60% overall attendance in any given course will be placed on "Student Watch" list and will receive an Attendance Warning Letter;
 - b. this formal warning will be permanently recorded in the student's file;
 - c. students on the Student Watch list, due to attendance for more than two (2) courses will be placed on Academic Probation;
 - d. to avoid classroom disruption, a student who comes in thirty (30) minutes after the start of class or leaves thirty (30) minutes before the end of class, will be considered absent;
 - e. students who do not comply with the designated academic delivery method for a given session will be considered absent (i.e. a student who attends class online for an on-site class will be marked absent);
 - f. international students who are on Academic Probation due to poor attendance may be reported to Immigration, Refugees, and Citizenship Canada as this demonstrates a lack of making reasonable progress toward the completion of their courses in the time allotted by the program.



5. Procedure

- I. For all absences, the College shall attempt to contact the student to assess the student's reason for absence.
- II. The College shall establish a contact-absence engagement protocol with increasing escalation based on days absent.
- III. If a student is not reachable by a specific day, the student must be withdrawn from their program. Those specifics are:
 - a. on day 10 if their location is unknown by OCBT;
 - b. on day 15 if their location is known by OCBT;
 - c. for in person/hybrid/remote students who are ill and have medical documentation, they must return by the 15th day of absence; and,
 - d. if the in person/hybrid/remote student does not return to their program of study, the student must be withdrawn on the 15th day regardless of reason for absence;
 - e. a student who is on Academic Probation is expected to complete their program requirements prior to graduation;
 - f. if a student is on academic probation and misses a further five (5) consecutive days of classes, they may be withdrawn at the discretion of the Dean of the appropriate department;
 - g. students who miss more than 40% percent of a course will be required to repeat the entire course;
 - h. students who miss more than 40% of their program, regardless of the reason, will be withdrawn from the program;
 - i. repeated failures to attend scheduled classes or maintain academic progression requirements may result in expulsion from the program;
 - j. in person/hybrid/remote students who miss five (5) and ten (10) consecutive days of scheduled classes must provide valid documentation to explain the absence at each duration. A Student Success Plan will be developed to make up the missed classes, which may include retaking the course(s); and
 - k. students may appeal decisions through the Academic Appeal Policy and Procedure process.
- IV. Reporting of Absences
 - a. It is recognized that there may be times when a student is absent from their classes due to illness, injury, or extenuating circumstances. In such cases, students may request to be excused for their absence and if approved, the absence will not be included in the minimum attendance requirement calculation.



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- b. The process by which students must report an absence is as follows:
- c. students who are unable to access course materials or class sessions due to physical incapacity or technical issues must report their absence to their instructor and the Dean or Dean's designate within one (1) hour of the class start time;
- d. in the case of illness or unavoidable absence, the student should contact their instructor, and the Dean or Dean's designate by email to report their absence;
- e. a doctor's note may be required to verify absences for medical reasons; and,
- f. if the student misses a class, they are responsible for completing any missed work on their own time and within assignment guidelines. It is the student's responsibility to maintain contact with their instructor and classmates to obtain missed work and information.

V. Authorized Leave of Absence Request

- a. A student can apply for an extended leave of absence from OCBT for no more than two (2) weeks due to compassionate reasons or due to illness. Students may apply for authorized leave of absence for the following reasons:
 - i. medical illness or injury;
 - ii. family emergency;
 - iii. death in the family;
 - iv. serious illness of a family member; or,
 - v. other serious/urgent circumstances.
- b. There is no guarantee that the request will be granted. A student must show sufficient evidence behind the reasoning of the absence. If the student has been identified and is on the Student Watch list or on probation status, or if the requested absence conflicts with a mandatory evaluation that cannot be re-scheduled, then the request for the extended absence may be denied.
- c. Requests for absences, documentation, and approvals/denials will be permanently kept in the student's record.

6. Related Policy and Procedure

AC-002 Academic Integrity Policy and Procedure
AC-021 Grading Policy
AC-004 Academic Withdrawal Policy and Procedure



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AC-039 Student Progression and Promotion Policy and Procedure
AD-026 Privacy Policy and Procedure
AD-036 Tuition Fee Refund Policy and Procedure
SA-007 Accommodation for Students with Disabilities Policy and Procedure
SA-010 Student Application and Admissions Policy and Procedure
SA-030 Student Academic Appeal Policy and Procedure
SA-032 Student Code of Conduct Policy and Procedure
SA-034 Student Rights and Responsibilities Statement
SA-038 Graduation Policy and Procedure
SA-041 Student Contract

7. References

[Ontario Career Colleges Act, 2005](#)

[Personal Information Protection and Electronic Documents Act \(S.C. 2000, c. 5\)](#)
("PIPEDA").

The development of this policy and procedure was informed by the review of similar policies and procedures developed by Ontario Colleges of Applied Arts and Technology and Ontario registered career colleges.