

<b>Policy Title:</b>	Attendance - Students		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	April 19, 2018	<b>Effective date:</b>	June 1, 2018
<b>Policy Sponsor:</b>	Vice President, Academic	<b>Date last reviewed:</b>	April 19, 2018
<b>Date of Mandatory Review (expiry date)</b>	March 2023	<b>Date of last revision of Procedures</b>	April 27, 2017

## 1 POLICY

1. Students registered in CMCC's academic programs are required to meet attendance requirements in all aspects of the curriculum.
2. Students must attend and participate fully in all laboratories, small groups, Team Based Learning (TBL) and clinical experiences.
3. Students are required to be on time for all laboratories, small groups, TBLs and clinical experiences and to remain until the allocated time is completed.
4. Late attendance in excess of 10 minutes will be recorded as an absence.
5. Students in Years I-III are expected to limit vacations to the periods designated by CMCC as official breaks. Students with academic requirements relating to the provision of clinical care must work with their clinical supervisor(s) to ensure that their absences do not interfere with the provision of care. Graduate students are required to ensure that their absences do not interfere with the academic or clinical requirements of the program.
6. Supplemental privileges will be withdrawn if:
  - a. a student misses more than 20% of laboratories, small groups, and/or clinical experiences for any course; a student may be subject to additional penalty as stated in the course outline, or
  - b. a student misses more than one lab, small group, and/or clinical experience in a course that has four or fewer of these sessions.
7. A student who does not report to classes, laboratories, small groups, TBL and clinical experiences in the first 10 consecutive days of the program may be deemed as in non-attendance, and could be subject to administrative withdrawal from the academic program.
  - a. In extenuating circumstances, where a student is unable to attend during the first 10 consecutive days of the program year, the student must notify the Registrar in writing, at least 24 hours prior to the first day of classes for the academic term. It is only under these circumstances that CMCC will permit a student to be absent for the first 10 days of the program.

## **2 PURPOSE**

To highlight both the professional and educational obligations of all students through attendance and participation in the entire education experience as defined by CMCC.

## **3 SCOPE**

All students.

## **4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)**

Active participation in all aspects of the academic program will facilitate the student's understanding and mastery of professional responsibilities. When conferring its degree or diploma, CMCC attests to the student having demonstrated the exit level competencies as measured through grades and a commitment to professional responsibilities.

- Council on Chiropractic Education Canada (CCEC) Standards for Doctor of Chiropractic Programmes - Section III Criteria for Accreditation: Policies and Procedures, Standard C, 1.g. (Disclosure) and C, 6.a. (Students)

## **5 RELATED POLICIES (not a comprehensive list)**

- Discipline - Students
- Examinations
- Examinations – Supplemental
- Graduation
- Program Completion – Graduate Studies Chiropractic Residency Programs
- Program Completion – Undergraduate
- Student Code of Conduct: Academic
- Student Code of Conduct: Regulated Practice
- Withdrawal and Refund

## **6 DEFINITIONS**

Absence is the occasion of the student being away from a laboratory, small group, and/or clinical experience. Off campus events, etc. may contribute to the student's absence from laboratories, small groups, TBLs and/or clinical experiences for a course but are not exempt from calculation into the 20% absence for missed classes.

Attendance is the student's presence during the entire scheduled activity.

Extenuating circumstances are those beyond the student's control.

Laboratories, small groups, TBLs and/or clinical experiences are teaching sessions that CMCC has designed to impart specific skills and/or teach material that the institution believes cannot be effectively learned in other ways. They are designated as mandatory in the course outline. Clinical experience also includes observation, participation, or practicum in a health care setting.

**New Policy Approved (date):**

August 1999

**Policy Revision History (dates):**

June 22, 2009

March 28, 2013

February 27, 2014

April 27, 2017

April 19, 2018

-----**END OF POLICY**-----

**7 PROCEDURES**

1. Students who are not attending mandatory academic activities as outlined in the policy will have their progress reviewed by the Student Promotion Committee. The Director of Education/Director of Graduate Studies will be responsible for contacting the student in these cases to help assess the student's need for additional assistance or support.
2. Upon submission of final grades to the Registrar, the Director of Education/Director of Graduate Studies will submit a written memorandum indicating that a student is ineligible for supplemental examinations due to non-attendance. Such documentation will be retained in the student's academic file.

**New Procedure Approved (date):**

April 27, 2017

**Procedure Revision History (dates):**

**8 ATTACHMENTS**

None