

STUDENT ATTENDANCE POLICY

1. POLICY STATEMENT

SBC College expects students to attend and participate in all scheduled instructional activities. Regular attendance supports academic success, achievement of learning outcomes, and regulatory compliance.

2. PURPOSE

This policy establishes attendance requirements, absence-reporting procedures, and the consequences of non-attendance.

3. SCOPE

This policy applies to all students enrolled in SBC College programs and covers:

- Classroom instruction, including in-person and instructor-led online sessions
- Labs and scheduled academic learning activities
- Practicums, portfolio or capstone, where applicable.

4. ATTENDANCE REQUIREMENTS

Students must attend and actively participate in all scheduled instructional activities in accordance with their timetable.

For in-person instruction, students must be physically present during the scheduled instructional hours. For instructor-led online instruction, students must attend and participate during the scheduled online session. Attendance for labs, practicums, and other scheduled learning activities will be recorded using verification methods appropriate to the approved delivery method.

Failure to meet attendance requirements may result in remediation, academic or disciplinary action, funding implications, or termination in accordance with this policy.

A student who will be absent must notify the course instructor or Student Services before the scheduled start time. If an emergency prevents advance notice, the student must provide notification as soon as reasonably possible.

5. ABSENCES

Students must provide a reason for an absence and may be required to provide reasonable supporting documentation. Illness, family emergencies, and other approved extenuating circumstances may be treated as excused absences.

Excused absences do not waive academic or attendance requirements. Students may be required to complete remediation or academic planning.

An absence that is not reported as required may be recorded as a No-Call/No-Show. Repeated No-Call/No-Show absences may result in disciplinary action, including termination.

The College will determine whether an absence is excused, and its approved duration based on the circumstances, supporting documentation, applicable requirements, and the student's ability to complete the program.

6. LEAVE OF ABSENCE

SBC College does not grant leaves of absence. If a student cannot participate in the program because of medical, family, or other circumstances, the student will be disenrolled, and any refund will be calculated in accordance with regulatory requirements. A student returning later must enter into a new enrolment contract.

7. TERMINATION OR DISENROLLMENT

A student may be terminated or disenrolled if:

- The student attends no instructional hours for two consecutive calendar weeks; or
- The student drops below 60% attendance for three consecutive calendar weeks of study (40% for students with verified disability status); or
- The absences prevent the student from completing the program.

8. FUNDING CANCELLATION AND REINSTATEMENT

Students must meet the attendance and enrolment requirements of their applicable funding provider. SBC College will report attendance or enrolment changes where required. This may result in cancellation or return of undisbursed funding.

The student's disenrollment date will be the first day of the applicable absence period.

Funding may be reinstated where permitted if the student provides an acceptable explanation and remains able to complete the program by the contractual end date. Supporting documentation may be required.

9. REMEDIATION AND MAKE-UP LEARNING

A contract extension may be required where repeated unexcused absences affect learning outcomes.

Students are responsible for obtaining missed content and completing assigned learning or remediation activities by the established deadlines.

A student who cannot complete required learning outcomes within the scheduled timelines may be unable to progress, may be required to repeat a component, or may be terminated.

10. POLICY COMPLIANCE AND INTERPRETATION

Questions regarding interpretation or application should be directed to Education Leadership.