

30.0 ATTENDANCE POLICY

Last Reviewed: December 2021, Last Revised: December 2021

Please note: Students receiving B.C. or Canada Student Loans must refer to their award agreement for specific attendance requirements for eligibility. BC Student Aid does not excuse any absences.

Attendance in **all** courses at the West Coast College of Massage Therapy is **mandatory**. The College has adopted a mandatory Attendance Policy in order to fulfill student loan requirements as well as to confidently maintain educational standards.

However, 20% discretion is allotted for reasons of health and emergency. A medical note must be submitted to Student Services.

Online attendance may be allowed for students who are absent due to COVID related reasons, awaiting a COVID test, or have been required to self-isolate as directed by the health authorities. Valid documentation and at least 24 hours' notice is required. A maximum of two consecutive weeks will be allowed for online attendance. Off-campus periods exceeding two weeks will be reviewed on a case-by-case basis to determine eligibility to continue in the program and may affect student loan status.

In each course, students who do not meet the attendance requirement of 80% (regardless of reasons of health and emergency situations) **may not undertake the final exam(s) in that course.**

30.1 Procedure

- Attendance is taken twice in every class.
- Attendance is first taken at the beginning of the class and taken a second time when students return from their class break.
- A student shall be considered absent for 1.75 of the class (practical) or 1.5 of the class (academic) if he/she is not present at one of the two attendance calls.
- If absent for both, he/she is considered absent for the entire class.
- In the event of late arrival, student will receive a 0.25 deduction.
- If a student is more than 30 minutes late on one attendance call or leave more than 30 minutes prior to the class ending they will be considered absent for that ½ class and receive a 1.75 deduction for a practical class and a 1.5 deduction for an academic class.
- In the event a student leaves early from class (less than 30 minutes) the student will receive a 0.25 deduction.
- It is the students' responsibility to inform the instructor of the given course that he/she is present if they were not present during roll call.

30.2 Student Responsibility Regarding Attendance

All students are expected to act responsibly and to personally monitor their attendance.

In all cases, students are responsible for reporting their absences to the Student Services Coordinator.

Absences must be reported when it occurs. If the student knows in advance that they will be absent for a legitimate reason they must notify the school in advance for their absence.

If the student is absent after the fact. He / She will be required to provide a notice of absence for legitimate reason within twenty-four (24) hours following the day of their absence.

Notice can be provided by either e-mail or phone call.

Students with symptoms of cold/flu etc. should not come to campus and should get tested for COVID-19 as per current guidance from the BC Centre for Disease Control (BCCDC).

Any person who meets the following criteria is prohibited from the campus:

- If showing symptoms of COVID-19 (symptoms include fever, chills, new or worsening cough, difficulty breathing, loss of sense of smell or taste)
- If directed by Public Health to self-isolate, or because of recent travel as per current provincial regulations for B.C
- If you are a close contact of someone with COVID-19 and you are not fully vaccinated

Ignorance of school policy or failure to take personal responsibility for monitoring attendance will not constitute a legitimate excusing condition in the event of disciplinary action.

30.3 Chronic Attendance Issues

Any student receiving more than 2 Attendance Warnings will be immediately required to meet with Curriculum Coordinator and/or Practical Education Advisor and placed on probation for the duration of that term. Should the student receive any further attendance warnings they will be placed on probation for the full duration of their studies at the College.