

ALBERTA WORKS FUNDED STUDENT ATTENDANCE PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Academic
Parent Policy:	Program Management and Academic Operations Policy
Approval Date:	June 6, 2016
Effective Date:	August 29, 2016
Procedure Owner:	Vice President, College Service and Chief Financial Officer
Procedure Administrator:	Dean, Student Services and Registrar

Overview:

NorQuest College (college) considers student attendance, punctuality and participation in all instructional activities to be critical factors in academic progress and success. Students who receive funding from Alberta Works are required to maintain regular attendance for continued eligibility of the funding program. Students who repeatedly fail to attend classes, or are consistently late without having approval and/or appropriate documentation may have their funding cancelled.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Students who receive funding from Alberta Works are expected to regularly attend classes in order to maintain eligibility for funding. Not attending classes may result in cancellation of funding. Students who complete their approved training earlier than the scheduled completion date will be considered withdrawn from their approved training program.

Conditions for funding to be cancelled for attendance reasons:

- Eight absences in any one class without supporting documentation and/or having approval from your navigator,
- or
- Absent from class for three consecutive weeks for any reason,
- or
- Withdrawal from the program the student is attending by the program

Student Responsibilities

It is the responsibility of the student to:

- Understand and abide by attendance expectations as required for continued funding.
- Regularly check their Student Centre on MyQuest or their NorQuest MyMail account for notifications concerning student attendance.
- Provide supporting documentation in the event of any absence (see 'documentation required to support an excused absence' below) to room A125.
- Be proactive in accessing support services offered at the college to assist with personal academic success (instructors, counsellors, academic advisors, tutors, disability resources staff, nurses, navigators).

College Responsibilities

It is the responsibility of the college to:

- Inform students of attendance expectations.
- Record and monitor student attendance.
- Notify the student when attendance problems arise through the Student Centre or NorQuest MyMail account.

Actions

- Student Navigator to tell applicant of funded student attendance procedure when authorizing Alberta Works application.
- Instructors will maintain accurate attendance records in PeopleSoft daily.
- The Student Financial Aid office will review attendance daily.
- Where a student has dropped off any supporting documents for absences these legitimate absences are updated in PeopleSoft as an excused absence. Absences with no supporting documentation will be considered an unexcused absence.
- When a student has reached three unexcused absences in a class, the student will be sent an email from the Student Financial Aid office to their NorQuest MyMail account as a reminder of the attendance procedure.
- When a student has reached five unexcused absences in a class, the student will be sent a notification from the Student Financial Aid office through their Student Service Centre and/or NorQuest MyMail and is encouraged to book an appointment with a navigator.
- When a student has reached eight unexcused absences in a class, the student will be sent a notification from the Student Financial Aid office through their Student Service Centre and NorQuest MyMail that their grant funding will be reviewed for current term and any future terms already applied for up to 4 years. The student is advised to book an appointment with a Student Navigator who will inform the student of the appeal process.
- When a student has been absent from class for three consecutive weeks for any reason, the student will be sent a notification from the Student Financial Aid office through their Student Service Centre and NorQuest MyMail that their grant funding is cancelled for current term and any future terms already applied for up to 4 years. The student is advised to book an appointment with a Student Navigator who will inform the student of the process and if there are any options.
- If a student has their funding cancelled for attendance reasons and wishes to appeal the decision, he or she must meet with a Student Navigator within 5 business days of the decision.

Documentation Required to Support an Excused Absence

All documentation should be on professional letterhead and show the date and classes missed during the absence.

<u>Situation</u>	<u>Documentation</u>
Illness	Doctor's note/reception slip
Medical appointment	Doctor's note/reception slip
Child's illness or medical appointment	Doctor's note/reception slip
Court appearance	Summons or letter from lawyer
Psychologist/Psychiatrist appointment	Psychologist/Psychiatrist note/reception slip

Definitions:
Related Information:
Related Documentation:
Next Review Date:
Revision History:

Appointment with Career Counselor	Letter from Career Counselor
Appointment with Probation Officer	Letter from Probation Officer
Transit problems	Verified by bus driver, transit authorities
Funeral	Memorial card
Change of residence/moving	Receipt from moving company or letter from building manager
Car/house repairs	Receipt from mechanic/repairman
Emergency travel	Airline itinerary or boarding pass or bus receipt
Appointment within college	Notification from college staff or faculty member
Other special circumstances	Approval from navigator

- [Alberta Works online Policy Guide: Attendance Policy Requirements](#)
- [Income and Employment Supports Act](#)
- [Program Management and Academic Operations Policy](#)
- [Student Judicial Affairs Policy](#)
- [Training Provider Regulation](#)

N/A

June 2020 (Or when Government policy changes come into effect)

June 2014: New
 November 2014: update for documentation standards
 July 2015: update for document standards and procedure owner
 June 2016: update for process changes/employee titles