

 <b>ASSINIBOINE COMMUNITY COLLEGE</b>	# Pages	Number
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<b>Policies and Procedures</b>	Originator Vice-President, Academic	
Title <b>Attendance and Punctuality</b>	Effective Date	Replaces
	January 1, 1998	Update only – A5

**Purpose:**

To outline a policy for regular and punctual attendance at classes.

**Policy:**

Regular and punctual attendance is essential for success in any course or program at the college. Absence for any reason does not relieve the student of the responsibility for completing course work or assignments.

**Procedure:**

Instructors have the authority to require attendance and punctuality at class. Attendance and participation marks may be a component of overall course grades.

Instructors will inform students of their expectations at the beginning of the course, and include this information in the course outline. If students fail to comply with individual instructor policies on attendance and punctuality, instructors may take action such as applying grade penalty, as communicated to students through the course outline.

Students sponsored by outside agencies will be subject to that agency's rules and regulations with regard to attendance and punctuality.

\_\_\_\_\_  
Date

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President