

Policy Title: Attendance – Students

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	March 30, 2023	Effective date:	June 1, 2023
Policy Sponsor:	Dean, Undergraduate and Graduate Education	Date last reviewed:	March 30, 2023
Date of Mandatory Review (expiry date):	March 2028	Date of last revision of Procedures:	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 Supplemental privileges will be withdrawn if: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) Program Standards for the Doctor of Chiropractic Degree Program – Canada
- Council on Chiropractic Education (CCE) Accreditation Standards

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 that are beyond the control of the student. They may be unexpected and could include, but are not limited to, illness or injury to themselves or others. In order to be considered, circumstances related to illness or injury must be comprehensively validated in terms of their limitation on academic functioning and student well-being by a health care professional who is licensed within the specific scope of practice. For circumstances not related to illness or injury, other supporting documentation must be provided on request.

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 March 30, 2023

-----**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.