

2.6.2 Vocational Student Withdrawals As A Result Of Absence

Preface:

- A.1 Students in vocational programs are expected to attend all training/education sessions for which they are registered. If they are unable to attend, the reason for the absence must be acceptable to the College, and the students must advise the college on or prior to the day of absence.
- A.2 Three full days of consecutive and unexcused absence from a course/program may be considered a voluntary withdrawal from the course/program by the student.
- A.3 An unexcused absentee rate in a course/program that exceeds 15% of the available training/ education days from the start date of the course/program to the date of review may be considered a voluntary withdrawal from class by the student.

Procedures:

- B.1 When circumstances in A.2 or A.3 apply, the instructor will ascertain the validity of the absence.
- B.2 If an unexcused absence is verified, per A.2 and A.3 above, the instructor will prepare the necessary Record of Training form and forward it to his/her Dean of Instruction for transmission directly to Registration. At a College Campus, the instructor will submit the completed form to the Campus Manager who will forward it to Registration.
- B.3 An unexcused late arrival or early departure from the Program will be recorded as a half-day absence from the Program.
- B.4 For attendance reporting purposes, the termination date shall be the day the instructor completes the Record of Training form which is normally the fourth day of the consecutive unexcused absence or the day when a 15% absenteeism rate has been determined.

2 - Student Affairs/Withdrawals
2.6.2 Vocational Student Withdrawals As A Result of Absence

- B.5 The instructor must keep absentee record(s) for students.
- B.6 The Registration Office will:
- a) amend the student record to show the withdrawn status and request refunds when applicable which is based upon the date of withdrawal stated on the Record of Training form submitted by the instructor/Dean of Instruction.
 - b) notify the student of the withdrawal
 - c) notify other College departments (e.g., Financial Services) and the Learning Resources Centre, if applicable.
- B.7 Reasons provided in support of excused absence are, for example:
- illness and injury
 - hospitalization
 - accidents
 - family bereavement
 - court appearances
 - job interviews
 - medical & legal appointments
- Excused absences may require verification through supporting documentation (Doctor's Certificates, etc.).
- The student is required, when possible, to notify the College of his/her excused absence prior to being absent.
- B.8 If the student wishes to be re-admitted to the program he/she must apply for re-admission. The student may be offered a seat depending upon seat availability and position of the student on the wait list.
- B.9 Should a student be dissatisfied with the withdrawal s/he may appeal the decision through the Student Discipline Committee.

Issue Date:	October 23, 1985	Concerning:	Vocational Students, Faculty & Administrators	
Amendment:	(3) September 1999			
Manager Approval:	<i>Original signed by Chris Sinhuber</i>	Title:	Registrar	Date: June 1, 2000
EdCo Approval:	<i>Original signed by Joe Selby</i>	Title:	Acting Chair	Date: February 15, 2000
College Approval:	<i>Original signed by Berry Calder</i>	Title:	President/CEO	Date: February 17, 2000