

Attendance and Participation

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PURPOSE

This policy sets clear and consistent expectations for regular student attendance and participation in instructional activities at all program levels at Coquitlam College (the College).

The policy also outlines the College's approach to monitoring attendance concerns and responding to patterns of non-attendance in a manner that supports student success, academic progression, and compliance with applicable provincial and federal requirements.

SCOPE

This policy applies to all students of the College, including high school (10–12), English studies, and post-secondary students, whether domestic or international, and to instructors and staff involved in instruction, advising, or academic administration.

POLICY STATEMENTS

1. The College is committed to working with students who experience attendance or participation difficulties, and with their instructors where appropriate, to identify concerns early and to develop reasonable and supportive plans to return to regular engagement in classes.
2. Regular attendance and participation are expected of all students in their classes and required learning activities.
3. Attendance and participation support academic success, timely program completion, and student well-being, and are essential to demonstrating active engagement in learning.
4. The College will maintain appropriate records of attendance or participation, in a manner suitable to the course, program, or instructional format, to support academic decision-making and meet applicable external oversight and reporting requirements.
5. Attendance expectations, monitoring practices, and potential consequences of non-attendance will be communicated to students through College policies, procedures, handbooks, orientations, course outlines, or other official communications.
6. The College administers this policy in compliance with all applicable provincial and federal legislation, regulations, ministerial guidelines, and oversight requirements, including those related to education, privacy, human rights, and immigration.

PROCEDURES

General

7. Instructors or other designated staff are responsible for recording student attendance or participation in a manner appropriate to the instructional format, course, or program.
8. Attendance and participation records form part of the student record and are retained in accordance with the College's records management and privacy policies.
9. Students are responsible for:
 - a. attending classes and participating in required instructional activities; and
 - b. notifying the College of absences where required by program expectations, course requirements, or College procedures.
10. Where attendance or participation concerns are identified by the College, supportive measures may be initiated, such as academic advising, counselling, or the development of an attendance or participation agreement.
11. Failure by a student to address identified attendance or participation concerns may result in academic or administrative action, in accordance with related College policies and applicable external requirements.

Attendance and Participation Expectations

High School (10–12) Students

12. High school students are expected to attend classes regularly, arrive on time, and participate in scheduled instructional activities.
13. The College maintains attendance and participation records to demonstrate that students are enrolled, receiving instruction, and making academic progress.
14. Attendance patterns may be reviewed by the College in connection with academic progress, counselling interventions, inspections, or other academic or administrative processes.
15. Where a student is under 19 years of age, the College may involve parents or guardians in attendance-related discussions or interventions, in accordance with applicable policies, and privacy requirements.

Post-Secondary Students

16. Post-secondary students are expected to attend scheduled classes and participate in instructional activities in accordance with course and program requirements. Some courses or components may require attendance or participation in specific activities (such as labs, tutorials, or experiential learning) in order to meet learning outcomes.
17. Patterns of non-attendance or non-participation may be addressed through academic advising, academic standing reviews, or other academic processes as outlined in related College policies.
18. In post-secondary courses, participation in learning activities may form part of a course's overall assessment where it is based on clearly defined, academically relevant criteria related to student engagement in learning activities.
19. Attendance, on its own, is not normally assessed; however, attendance may be required in order to complete in-class activities, assessments, or learning tasks that contribute to the final grade.

20. Where attendance or participation is linked to assessment, the requirements and criteria must be clearly identified in the course outline or syllabus and communicated to students in advance.

International Students

International students are subject to additional attendance, participation, and enrolment requirements under federal immigration regulations.

21. International students are required to actively pursue their studies and make reasonable progress toward program completion.
22. The College monitors attendance and academic engagement for international students to support compliance with study permit conditions and the Education Quality Assurance (EQA) Code of Practice, as applicable.
23. Authorized leaves from studies may be granted only in accordance with College procedures and applicable immigration requirements, and such leaves must be documented.
24. For international students, ongoing patterns of non-attendance or disengagement may result in required intervention by the College and, where mandated, reporting to external authorities, as well as academic or administrative action, including withdrawal, as appropriate.

DEFINITIONS

Attendance: A student's presence at scheduled classes or instructional sessions, as required by the course or program.

Attendance or Participation Agreement: A documented plan developed between the student and the College, often in consultation with instructors or academic advisors, intended to support improved attendance or academic engagement and to clarify expectations and next steps.

Domestic Student: A student who is a Canadian citizen, permanent resident, or protected person under the Immigration and Refugee Protection Act.

Participation: A student's active engagement in instructional and academic activities, which may include attendance, completion of coursework, participation in class activities, or other academically relevant engagement, depending on the instructional format and method of delivery.

Authorized Leave: An approved, temporary interruption of studies granted in accordance with College procedures and, where applicable, immigration regulations.

International Student: A student who registered in a program/course on a valid study permit, who is not a Canadian citizen, permanent resident, or protected person under the Immigration and Refugee Protection Act.

RELATED RESOURCES

- Records Management Policy 1.2.2
- Student Accommodations Policy 2.2.4
- Personal Information and Protection of Privacy 1.2.1
- Curriculum Development, Alignment, and Approval Policy 2.4.1
- Grading and Academic Standing Policy 2.1.2