



# Shinede College Inc Attendance Policy

**Shinede College Inc Inc**

Name of Institution

**XXXX**

Institution Number

**Attendance Policy**

Name of Policy

**September 1, 2021**

Effective Date

**September 1, 2021**

Revision Date

## Attendance Policy

The aim of the Attendance Policy of the Shinede College Inc is to record students' attendance for their better performance while studying at the Shinede College Inc. This attendance policy applies to both full time and part time students enrolled in any program offered at the Shinede College Inc.

### 1. The minimum attendance requirements for students are as follows:

- Instructor will record, monitor and report the attendance of all the students in his/her class for all of their courses.
- Any absences without a valid reason will be considered to be unauthorized.
- Instructor may ask for a doctor's note from the student, if needed in case of sickness.
- Students are required to maintain a minimum attendance rate of 75% in each course.

### 2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:

- In case the absences were not authorized, the student will receive an incomplete grade.
- A student who makes up missed exams/projects/assignments will not receive a grade higher than 50% (minimum graduation marks).
- Any student falling short of 75% attendance will require withdrawal from the course and will be asked to repeat that course.
- The following kinds of reasons for absence would not generally be acceptable:
  - Personal vacations
  - Employment schedule conflict
  - Leisure activities/ Birthdays etc.



3. The process by which students must report an absence is as follows:

**Absence Reporting Process**

- Students are expected to report any absence due to illness or other valid reason to the college front desk maximum by one hour after the start of class on the first and all subsequent days of absence either by phone or e-mail.
- Leave a voice-mail message to the front desk in the event that there is no reply to telephone calls.
- Provide medical evidence to support absences of more than 3 consecutive days. This medical evidence can either be emailed, or faxed to Shinede College Inc or presented to the instructor upon returning to class.
- Catch up on any work missed due to absences.

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