

Attendance Policy

NorthBridge College (NBBT College)

Website: NBBTCollege.ca

Location: Moncton, New Brunswick

Compliance: Private Occupational Training Act (P-16.1) and Regulation 84-207, New Brunswick

Policy Title: Attendance Policy

Approved by: Executive Director / College Administration

Last policy Review: Aug.2026

Next Review Date: On or Before 31. Dec.2029

1. Background & Purpose

NorthBridge College (NBBT College) recognizes that regular attendance is essential for student success and achievement of learning outcomes. This policy establishes clear standards for minimum class attendance required to maintain enrollment and graduate from occupational training programs at NorthBridge College.

This policy is submitted as part of the College's registration application under **Regulation 84-207, Section**

3.1(1)(a)(vii) of the Private Occupational Training Act, which requires training organizations to submit "the policies on grading, academic dishonesty, **attendance**, appeals, student dismissal, records, withdrawals and refunds and any other policies established."

2. Scope

This policy applies to all students enrolled in occupational training programs at NorthBridge College (NBBT College), including:

- Full-time students
- Part-time students
- International students on study permits
- Students in hybrid or online learning components

3. Minimum Attendance Requirements

3.1 General Attendance Standard

To maintain enrollment and be eligible for graduation, students must maintain a **minimum attendance rate of 80% (based on program)** for all scheduled classes, labs, workshops, and mandatory learning activities in each module or course.

3.2 Program-Specific Attendance Requirements

Some programs may have higher attendance requirements due to:

- Provincial or national accreditation standards
- Professional licensing requirements
- Practicum or work placement components
- Competency-based learning requirements

Where program-specific attendance requirements exceed the 80% minimum, these will be clearly communicated in:

- The program outline provided at admission
- The student contract under Section 9.1(d) and 9.1(e)
- The program-specific handbook or orientation materials

3.3 Attendance Calculation

Attendance is calculated as:

Attendance Rate = (Actual Hours Attended ÷ Scheduled Hours) × 100

Where:

- **Actual Hours Attended** = Hours the student was physically present or participating in approved alternative learning activities
- **Scheduled Hours** = Total instructional hours for the module or course as outlined in the program curriculum

4. Attendance Monitoring and Recording

4.1 Student Record Requirements

Under **Regulation 84-207, Section 15.1(1)(d)**, NorthBridge College is required to maintain a student record on each student that includes "**proof of attendance**."

The College will maintain:

- Daily attendance records for each class/session
- Monthly attendance summaries for each student
- Cumulative attendance records for each module/program
- Documentation of all absences (excused and unexcused)

4.2 Methods of Attendance Tracking

Attendance may be recorded through:

- Sign-in sheets or electronic attendance systems
- Learning Management System (LMS) login records (for online components)
- Instructor observation and documentation
- Assignment submission timestamps (as supplementary evidence)

4.3 Student Access to Attendance Records

Under **Regulation 84-207, Section 15.1(2)**, students have the right to access their student records, including attendance records.

- Students may request to view their attendance records at any time during their enrolment
- Former students may request access within one year of the program end date
- Requests should be submitted in writing to the College Administration

5. Types of Absences

5.1 Excused Absences

The following absences may be considered excused with appropriate documentation:

- **Medical Absences:** Illness or injury (requires medical certificate for absences of 3 or more consecutive days)
- **Bereavement:** Death of an immediate family member (up to 5 days)
- **Family Emergency:** Unforeseen circumstances requiring student's presence (documentation may be required)
- **Religious Observances:** Recognized religious holidays or observances
- **Jury Duty or Court Appearances:** Legal obligations with official documentation
- **Disability-Related Absences:** Absences related to documented disabilities or accommodations
- **College-Approved Activities:** Official college events, academic competitions, or sanctioned activities

5.2 Unexcused Absences

The following absences are considered unexcused:

- Personal vacations or non-emergency travel
- Employment conflicts (unless pre-approved for work-integrated learning)
- Transportation issues (unless documented as systemic and unavoidable)
- Failure to attend without prior notification or valid reason
- Repeated lateness (3 late arrivals = 1 absence)

5.3 Online/Hybrid Learning Attendance

For online or hybrid programs, attendance is demonstrated through:

- Active participation in scheduled virtual classes

- Completion of weekly learning activities by posted deadlines
- Engagement in discussion forums and collaborative activities
- Submission of assignments and assessments on time

6. Attendance Intervention Process

6.1 Early Warning System

NorthBridge College will implement an early warning system to identify students at risk of falling below the 80% attendance requirement:

Attendance Threshold	Action
85% - 90%	Informal Warning: Instructor discusses attendance with student
80% - 85%	Written Warning: Formal letter sent to student; meeting with Academic Advisor
Below 80%	Attendance Probation: Student placed on probation; attendance improvement plan required

6.2 Attendance Probation

When a student's attendance falls below 80%:

1. **Written Notification:** Student receives a formal Attendance Probation Letter
2. **Mandatory Meeting:** Student must meet with the Academic Advisor within 5 business days
3. **Attendance Improvement Plan (AIP):** A written plan is developed, including:
 - Specific attendance goals
 - Support services referrals (counselling, academic support, etc.)
 - Regular check-in schedule (weekly or bi-weekly)
 - Consequences of non-compliance
4. **Parent/Guardian Notification:** For students under 19, parents/guardians will be notified
5. **International Student Notification:** For international students, the Designated Learning Institution (DLI) contact will be notified as per IRCC requirements

6.3 Duration of Probation

- Attendance probation typically lasts for **4 weeks** or until the student demonstrates consistent attendance above 80%
- Failure to improve attendance during probation may result in **suspension or dismissal** under the Student Dismissal Policy

7. Consequences of Non-Compliance

7.1 Academic Consequences

Students who fail to maintain the minimum 80% attendance requirement may face:

- **Ineligibility to Write Examinations:** Students may be barred from writing final examinations or completing assessments
- **Failure of Module/Course:** Students may receive a failing grade for the module or course
- **Ineligibility for Graduation:** Students will not be eligible to graduate until attendance requirements are met
- **Requirement to Repeat:** Students may be required to repeat the module, course, or entire program

7.2 Administrative Consequences

Under the **Student Dismissal Policy**, repeated violations of attendance policies without valid reason or communication may result in:

- **Academic Probation:** Conditional continuation with specific attendance requirements
- **Temporary Suspension:** Removal from classes for a defined period
- **Dismissal:** Expulsion from the program with no refund of tuition fees

7.3 Financial Consequences

- Students who are dismissed or withdraw due to attendance issues will be subject to the **Tuition Refund Policy** based on the percentage of program completion at the time of withdrawal
- No refunds will be provided for modules or courses failed due to insufficient attendance
- Students required to repeat modules or courses must pay applicable tuition fees for the repeated portion
- Students receiving Student Financial Assistance may have funding impacted and/or suspended and they may be ineligible for future funding

7.4 International Student Consequences

For international students on study permits:

- Failure to maintain attendance may result in loss of study permit status
- The College is required to report non-compliance to Immigration, Refugees and Citizenship Canada (IRCC) through the IRCC Portal
- Students may be reported as "not studying" or "not meeting conditions of study permit"
- This may affect future study permit applications and immigration pathways, including the **New Brunswick Private Career College Graduate Pilot Program**

8. Leave of Absence (LOA)

8.1 Eligibility for Leave of Absence

Students may request a Leave of Absence (LOA) for:

- Medical reasons (with medical documentation)
- Compassionate grounds (e.g., family illness, bereavement)
- Pregnancy and parental leave
- Other extenuating circumstances (considered on a case-by-case basis)

8.2 LOA Application Process

1. **Written Request:** Student must submit a written LOA request to the Academic Advisor or Executive Director
2. **Supporting Documentation:** Appropriate documentation must be provided (e.g., medical certificate, letter from employer, etc.)
3. **Approval:** LOA requests are reviewed and approved by the Executive Director or designated administrator
4. **Duration:** LOA may be granted for a minimum of 2 weeks and a maximum of 6 months, depending on circumstances
5. **Return Date:** A specific return date must be established at the time of approval

8.3 Impact on Attendance Record

- Approved LOAs will not negatively impact the student's attendance record
- The student's attendance rate will be calculated based on scheduled hours during periods of active enrolment only
- Students on LOA are not considered "withdrawn" and retain their student status

8.4 International Student Considerations

- International students on approved LOA may be subject to IRCC regulations regarding study permit conditions
- The College will report LOA status to IRCC as required
- Students should consult with the College's international student advisor before applying for LOA

9. Attendance Appeals

9.1 Right to Appeal

Students who believe their attendance record has been inaccurately recorded or who have extenuating circumstances not covered under this policy may appeal:

- Appeals must be submitted within **5 business days** of receiving written notification of attendance probation or dismissal
- Appeals must be submitted in writing to the **Executive Director** or designated **Appeals Officer**
- Appeals must follow the College's **Student Complaint and Appeal Policy** (submitted under Regulation 84-207, Section 3.1(1)(a)(vii))

9.2 Appeal Requirements

The appeal must include:

- A clear statement of the grounds for appeal
- Supporting documentation (e.g., medical certificates, letters from employers, etc.)
- Any relevant witness statements or additional evidence
- The desired outcome (e.g., reinstatement, adjustment of attendance record, etc.)

9.3 Appeal Review Process

1. The Executive Director or designated Appeals Officer will review the appeal within **5 business days** of receipt
2. The student may be requested to attend an appeal meeting (in person or via video conference)
3. A written decision will be provided to the student within **10 business days** of the appeal submission
4. The decision of the Appeals Officer is **final** within the College's internal process

9.4 Unsuccessful Appeals

- Students who file an appeal and are unsuccessful are subject to the original attendance decision (probation, suspension, or dismissal)
- Further appeals beyond the College's internal process may be filed through the complaints mechanism established under the **Private Occupational Training Act, Section 6.8**
- Students may contact the **Private Occupational Training Branch** at:
 - Email: LFPSP-POTA@gnb.ca
 - Phone: (506) 453-2597

10. Incomplete or Missed Work Due to Absence

10.1 Responsibility for Making Up Missed Work

Students are responsible for:

- Obtaining notes, handouts, and assignments missed during absences
- Completing all missed assignments and assessments within deadlines set by the instructor
- Scheduling and completing any missed practical sessions, labs, or workshops

10.2 Instructor Discretion

Instructors may, at their discretion:

- Grant extensions for assignments missed due to excused absences
- Provide alternative assignments or assessments
- Allow students to attend a different class section to make up missed content (if available)

10.3 No Entitlement to Individual Tutoring

The College is not obligated to provide individual tutoring or make-up sessions for students who miss class due to absences, whether excused or unexcused.

11. Special Considerations

11.1 Students with Disabilities

Students with documented disabilities may be eligible for attendance accommodations under:

- The College's **Accessibility and Accommodations Policy**
- Provincial and federal human rights legislation
- Individualized accommodation plans developed in consultation with the student

Accommodations may include:

- Flexible attendance requirements
- Alternative methods of demonstrating competency
- Extended time for completion of program requirements

11.3 Mature Students

Mature students (19 years or older) with significant work or family responsibilities may be eligible for flexible scheduling or part-time study options, subject to program requirements and availability.

12. Related Policies

This policy should be read in conjunction with the following NorthBridge College (NBBT College) policies:

Policy Name	Purpose
Student Code of Conduct	Expected behaviour and community standards
Academic Integrity Policy	Honesty and ethical standards in academic work
Academic Standing and Progression Policy	Minimum academic requirements for continuation
Student Dismissal Policy	Grounds and procedures for dismissal from the College
Tuition Refund Policy	Refund calculations and procedures upon withdrawal/dismissal
Leave of Absence Policy	Procedures for requesting and managing leaves
Student Complaint and Appeal Policy	Formal process for raising concerns and appeals
Accessibility and Accommodations Policy	Support for students with disabilities

13. Policy Distribution and Acknowledgment

- This policy will be provided to all students **before signing the student contract** as required under **Regulation 84-207, Section 9.1**.
- Students will be required to acknowledge receipt and understanding of this policy during orientation.
- The policy will be published on the College website (NBBTCollege.ca) and made available in the Student Handbook.
- Staff and faculty will receive training on the implementation of this policy.

14. Legislative Compliance

This policy is developed in compliance with:

- **Private Occupational Training Act (P-16.1)**, New Brunswick
- **Regulation 84-207 (General)**, New Brunswick, particularly:
 - Section 3.1(1)(a)(vii): Requirement to submit attendance policy
 - Section 15.1(1)(d): Requirement to maintain proof of attendance in student records
 - Section 15.1(2): Student right to access attendance records
 - Section 9.1: Student contract requirements
 - 2024 Legislative Amendments to POTA (Student Protections)

15. Definitions

Term	Definition
Attendance Rate	The percentage of scheduled instructional hours that a student attends
Excused Absence	An absence that is approved by the College for valid reasons with appropriate documentation
Unexcused Absence	An absence without valid reason or documentation
Attendance Probation	A conditional status imposed on students whose attendance falls below the minimum requirement

Term	Definition
Leave of Absence (LOA)	An approved temporary break from studies that does not negatively impact attendance records
Scheduled Hours	Total instructional hours for a module or course as outlined in the program curriculum

Contact Information

For questions regarding this policy, contact:

NorthBridge College (NBBT College) Administration

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