

	Attendance Policy
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CUSTODIAN: Registrar	AUTHORISED BY: Dean
Related Documents	<ul style="list-style-type: none"> • CCA Assessment Policy; • CCA Student Rules; • CCA Academic Grievances & Appeals Policy; • CCA Audio and Audio-Visual Recording of Lectures Policy and Procedure;

1. Purpose

Campion College Australia recognises the value and efficacy of traditional face-to-face teaching in achieving the learning objectives of single subjects and the learning outcomes of the degree. It therefore places great importance on student attendance at tutorials, lectures, seminars. Campion College's *Student Code of Conduct* includes attendance among the students' responsibilities (see: *Student Code of Conduct*-Student Responsibilities, point 2- Integrity in Academic Work).

Furthermore Campion College deems that, besides assessments, class attendance is a means by which to monitor effectively a student's academic performance and identify eventual learning difficulties or obstacles which may affect a student's ability to complete the subject and/or his/her overall academic progression.

The expectation at Campion College is that students attend all classes and, where possible, notify the Subject Coordinator or tutor if they are unable to attend a class. Students must attend at least 80% of lectures and 80% of tutorials in a subject or risk failing the subject. The attendance requirement at lectures and tutorials normally cannot fall below 60%, except in exceptional cases as indicated at point 5-Special Provisions.

2. Scope

The policy applies to all students enrolled at Campion College irrespective of their enrolment status (i.e. F/T; P/T; probationary; on referral; provisional; or miscellaneous), and academic staff.

3. Procedure

Lecturers and tutors are obliged:

1. To maintain a record of the attendance to classes of each student enrolled in the subject;
2. To record attendance by circulating an attendance logbook or sheet which students will sign

to confirm their presence;

3. To retain the attendance records of each subject for the minimum duration of three years or until each student has completed the award.
4. If a student's attendance should fall below the 80% threshold, the subject coordinator should contact the student and discuss the reasons for his/her absence from classes.
5. If no satisfactory justification has been adduced by the student and/or the student's attendance fails to improve, the subject coordinator should inform the Dean's Office.
6. The Dean's Office in the person of the Associate Dean will contact the student and provide adequate assistance

4. Provisions

1. Students, who are affected by adverse circumstances (e.g. long-term or chronic illness, bereavement) which have caused their attendance to fall below the 60% threshold, should apply for a Discontinued Non-Fail (DNF) from the subject on medical or compassionate grounds by writing to the Registrar and completing the appropriate form.
2. A student who fails to meet the attendance requirements of a subject may be awarded a 'technical fail' for the subject by the Board of Examiners if he/she has failed to provide a satisfactory and/or documentable reason for not attending classes.
3. A student, who has been awarded a 'technical fail' for the subject because has failed to meet the attendance requirements, has a right to appeal the grade awarded by following the statutory Grievances and Appeals process.

5. Special Provisions

Special provisions are made for students who are affected by a temporary or permanent physical or mental disability which prevents them from attending regularly classes. These students are provided with the recordings of lectures and are requested to submit additional assessments for tutorials. The minimum attendance requirement will be determined by the Dean following consultation with the lecturers in whose units the student is enrolled.