

2024

# Attendance Policy- CSBT Campus.

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## **1. Introduction**

At CSBT Campus, we recognize the critical importance of regular attendance in achieving academic success. Consistent attendance fosters a disciplined learning environment and ensures that students receive the full benefit of the educational programs offered. This attendance policy report outlines the expectations, procedures, and consequences related to student attendance at CSBT Campus, aiming to promote a culture of responsibility and commitment among students.

## **2. Attendance Expectations**

Regular attendance is mandatory for all students enrolled in courses at CSBT Campus. Students are expected to attend all scheduled classes, seminars, and any other instructional sessions. This policy applies to all programs and courses offered by CSBT Campus, regardless of delivery method (in-person, online, or hybrid).

### **2.1. Importance of Attendance**

- **Academic Performance:** Regular attendance is directly linked to academic performance. Students who attend classes regularly are more likely to understand course material, participate in discussions, and perform better on assessments.
- **Skill Development:** Consistent attendance helps students develop essential skills such as time management, responsibility, and punctuality, which are valuable beyond the classroom.
- **Community Engagement:** Attending classes regularly fosters a sense of community and collaboration among students and faculty, enhancing the overall educational experience.

## **3. Attendance Recording**

Instructors are responsible for maintaining accurate attendance records for their classes. Attendance will be recorded at the beginning of each class session. For online courses, attendance may be tracked through participation in scheduled live sessions or timely completion of assigned tasks.

### **3.1. Methods of Recording Attendance**

- In-Person Classes: Instructors will take attendance manually or use electronic systems at the start of each class.
- Online Classes: Attendance can be tracked through virtual learning platforms, where participation in live sessions, submission of assignments, and engagement in online discussions are monitored.
- Hybrid Classes: Attendance for hybrid classes will be recorded based on both in-person and online participation.

## **4. Absences**

CSBT Campus recognizes that students may occasionally need to miss classes due to legitimate reasons. Absences are categorized as either excused or unexcused, with different implications for each.

### **4.1. Excused Absences**

Excused absences are granted for valid reasons, including but not limited to:

- Medical Reasons: Illness or medical appointments verified by a doctor's note.
- Family Emergencies: Serious illness or death in the immediate family.
- Official University Activities: Participation in university-sanctioned events, including sports and academic competitions.
- Legal Obligations: Court appearances or other legal matters.

Students must provide appropriate documentation to support the request for an excused absence. Instructors should be notified in advance where possible, or as soon as practicable.

### **4.2. Unexcused Absences**

Unexcused absences are those not covered by valid reasons or without proper documentation. Examples include:

- Personal Reasons: Non-urgent personal matters.
- Travel: Vacations or trips not related to university activities.
- Oversleeping: Failure to attend class due to personal negligence.

## **5. Attendance Requirements and Consequences**

To ensure academic success and accountability, CSBT Campus has established minimum attendance requirements and consequences for non-compliance.

### **5.1. Minimum Attendance Requirements**

- General Requirement: Students must attend at least 80% of all scheduled classes in each course to be eligible for final assessments.
- Program-Specific Requirements: Certain programs may have higher attendance requirements based on accreditation or professional standards. These will be communicated to students at the start of the course.

### **5.2. Consequences of Non-Compliance**

- Warning: Students who miss more than 20% of classes will receive a written warning from the instructor or administration.
- Probation: Continued non-compliance may result in academic probation, affecting the student's ability to register for future courses.
- Failure of Course: Students who fail to meet the attendance requirement may be denied the opportunity to take the final assessment or may receive a failing grade for the course.

## **6. Make-Up Work and Late Attendance**

CSBT Campus provides opportunities for students to make up for missed work due to excused absences. It is the student's responsibility to coordinate with the instructor to complete any missed assignments or assessments.

### **6.1. Make-Up Work**

- Submission Deadlines: Instructors will set reasonable deadlines for the submission of make-up work. Extensions may be granted in exceptional cases.
- Equivalence: Make-up work should be equivalent in difficulty and relevance to the missed class activities.

### **6.2. Late Attendance**

Students arriving late to class must enter quietly and avoid disrupting the session. Repeated lateness may be recorded as an unexcused absence.

## **7. Attendance for Online and Hybrid Courses**

Attendance policies for online and hybrid courses are designed to ensure active participation and engagement.

### **7.1. Online Courses**

- Participation: Students must log in regularly, participate in live sessions, and complete assignments on time.
- Engagement: Active participation in discussion forums and group activities is required.

### **7.2. Hybrid Courses**

- Combination of Methods: Students must adhere to both in-person and online attendance requirements as specified by the instructor.
- Flexibility: Hybrid courses offer flexibility, but students must still meet the minimum attendance requirements.

## **8. Support and Resources**

CSBT Campus is committed to supporting students in meeting attendance requirements and addressing any challenges that may arise.

### **8.1. Academic Advising**

Students experiencing difficulties with attendance are encouraged to seek assistance from academic advisors. Advisors can provide guidance on time management, study skills, and balancing academic and personal responsibilities.

### **8.2. Counseling Services**

Counseling services are available for students facing personal or emotional challenges that impact their attendance. Professional counselors can offer support and strategies for managing stress and improving overall well-being.

## **9. Policy Review and Communication**

The attendance policy will be reviewed annually to ensure its effectiveness and relevance. Changes to the policy will be communicated to students and faculty through official channels, including email notifications and updates on the campus website.

**9.1. Annual Review**

A committee comprising faculty, administrative staff, and student representatives will conduct the annual review of the attendance policy.

**9.2. Communication of Changes**

Any changes to the attendance policy will be communicated promptly. Students are responsible for staying informed about policy updates.

**10. Conclusion**

CSBT Campus is dedicated to fostering an environment where regular attendance is valued and promoted. By adhering to this attendance policy, students can maximize their educational experience and achieve their academic goals. For any further inquiries or detailed explanations, students are encouraged to contact the administration office.