

Student Attendance and Punctuality Policy and Procedure

1. Purpose

The purpose of this policy is to ensure accurate records of student attendance and punctuality within CRMI. Maintaining up-to-date attendance and learning progress records is essential for fostering a productive learning environment and supporting student success.

2. Policy Statement

This policy applies to all registered students and covers attendance and punctuality expectations for all courses and events.

3. Guidelines

3.1. Maintaining an Up-to-Date Student Course or Event Register

- 3.1.1 A course or event register will be maintained for every course and event conducted by CRMI.
- 3.1.2 The register will include the names of all enrolled students, the course or event details, and scheduled dates and times.

3.2. Maintaining an Up-to-Date Student Course or Event Attendance Record

- 3.2.1 Attendance records will be taken at the beginning of each class, course, or event session.
- 3.2.2 The instructor or designated staff member will record student attendance and note any absences or tardiness.
- 3.2.3 Attendance records will be updated in real-time and stored on CRMI's Moodle

3.3. Maintaining an Up-to-Date Student Learning Progress Record

- 3.3.1 In addition to attendance, instructors will maintain records of student learning progress.
- 3.3.2 Learning progress records will include grades, completed assignments, participation in class activities, and any feedback provided to students.
- 3.3.3 These records will be regularly updated on Moodle and reviewed to track student progress and identify any areas where additional support may be needed.

3.4. Publishing and Making Learners Aware of Attendance and Punctuality Standards

- 3.4.1 CRMI will publish the attendance and punctuality standards in the student handbook, course syllabi, and on the institution's website.

- 3.4.2. Students will be informed of these standards during orientation and reminded periodically throughout their enrollment.
- 3.4.3. The attendance and punctuality standards include the following expectations:
 - Students must attend all scheduled classes, courses, and events punctually.
 - Students are expected to notify the instructor or administration in advance if they are unable to attend a session or if they will be late (Anything beyond 15 minutes is considered late to class and should be notified)
 - Persistent absences or tardiness may result in consequences as outlined below.

Consequences of Not Meeting Attendance and Punctuality Standards

- A student will receive an initial written warning after being tardy without informing the institution in advance on three separate occasions within a one-month period.
- The warning will outline the importance of punctuality, the impact of tardiness on the learning environment, and the potential consequences of continued tardiness.
- Persistent tardiness, defined as being late without prior notification on three separate occasions within the month following the warning period, will result in the student being dropped from the class.
- Dropping a class due to persistent tardiness means the student will not be able to complete the course.