

CCTCM Attendance and Evaluation Policy

Status	Draft — approval pending receipt of Ministerial consent
Approving Body	Academic Council
Date Adopted	Pending
Effective Date	Pending
Date of Last Review	N/A
Supersedes	N/A

1. Purpose

Regular attendance and active participation are essential to student success in Traditional Chinese Medicine education. This policy establishes attendance requirements, evaluation standards, and examination procedures to ensure students receive the comprehensive education necessary for professional practice, and to support compliance with provincial funding eligibility requirements.

2. Scope

This policy applies to all students enrolled in CCTCM programs, including the Honours Bachelor of Traditional Chinese Medicine (HBTCM). It governs attendance in all instructional settings — classroom, laboratory, clinical, and online — as well as evaluation and examination procedures.

3. Attendance Requirements

General Requirements

Students are required to attend all scheduled classes, laboratories, and clinical sessions. Attendance includes arriving on time and remaining for the full class period. Students must demonstrate Active Participation — meaningful engagement in course activities such as discussions, hands-on labs, or online modules — to satisfy program requirements.

Attendance Thresholds

Theoretical courses. Students must maintain an overall attendance rate of at least 80% in each theoretical course.

Clinical rotations and laboratory sessions. Clinical rotations and laboratory sessions require 100% attendance to ensure the safe practice of Traditional Chinese Medicine. Any missed clinical or laboratory hours must be made up according to the department's scheduling availability. A student who has not completed all required clinical or laboratory hours is not eligible to receive a passing grade in the course.

Students who fall below these thresholds may be placed on academic probation in accordance with the *Academic Probation and Dismissal Policy*. The make-up mechanism for clinical hours is the first recourse; probation applies where make-up is not completed within the required timeline or where attendance deficiencies are persistent.

Notification of Absence

Students who are unable to attend class must notify the College at least one hour in advance of the scheduled start time:

- **Administrative notification:** Send an email to info@cctcm.ca or call 905-606-0062.
- **Instructor notification:** Post a notification or message within the relevant Google Classroom to ensure the instructor is aware of the absence.

Please note: Notification demonstrates professional responsibility and allows for instructional planning, but it does not automatically categorize an absence as excused.

Excused Absences

The following absences are considered excused, provided appropriate documentation is submitted:

- Documented medical illness or injury
- Medical or dental appointments that cannot be scheduled outside of class time
- Family emergencies (death or serious illness of an immediate family member)
- Religious observances
- Court appearances or legal obligations
- College-approved activities or events
- Absences approved under an individual accommodation plan (see §8)

Medical absences exceeding three (3) consecutive days require written documentation from a healthcare provider specifying the dates of incapacity. Documentation must be submitted within five (5) business days of returning to class.

Unexcused Absences

Any absence that does not meet the criteria for an excused absence, or that lacks the required documentation, is considered unexcused.

Students with more than three (3) unexcused absences in a single course during a semester may be subject to academic consequences — including grade reduction, required make-up work, or academic probation — in accordance with the *Academic Probation and Dismissal Policy*. The Academic Dean determines the appropriate response in each case.

Students with chronic attendance issues may be subject to suspension or dismissal proceedings under the *Academic Probation and Dismissal Policy*.

Tardiness

Consistent tardiness (exceeding 15 minutes late) or leaving class early is recorded as a partial absence. Accumulated partial absences may contribute to an unexcused absence count and may result in academic probation.

4. OSAP and Funding Eligibility

CCTCM is required to report attendance and enrolment status to provincial funding bodies, including the Ontario Student Assistance Program (OSAP), where applicable. Students who cease to attend classes, fall below the Active Participation threshold, or withdraw from courses

may have their OSAP eligibility affected. Students are responsible for understanding how changes to their attendance or enrolment status may impact their funding.

5. Online Learning Requirements

Camera and Participation

For all online instruction, students must keep their camera on during class sessions and examinations to verify identity and maintain academic integrity. Students must be in a private, quiet environment during online classes to protect the confidentiality of all participants.

Students with documented privacy, medical, accessibility, or creed-based needs regarding camera use may request alternative verification methods through the Academic Dean, in accordance with the *Accessibility for Ontarians with Disabilities Act (AODA)* and the *Ontario Human Rights Code*.

Technology Requirements

Students are responsible for maintaining reliable internet connectivity, a computer with webcam and microphone, and any required software for online learning. Technical difficulties are not an excuse for absence or late submission of work unless the College's systems are at fault.

6. Evaluation Standards

Students must meet the following minimum performance standards to remain in good academic standing:

- **Academic achievement:** Students must achieve the minimum passing grade established in the program's grading scheme in all courses.
- **Attendance:** Students must maintain the attendance thresholds set out in §3 of this policy.
- **Professional competency:** Students must demonstrate competency in clinical and laboratory settings as assessed by supervising faculty.

Students who do not meet these standards may be placed on academic probation in accordance with the *Academic Probation and Dismissal Policy*. Students who believe a grade has been assigned in error may seek resolution through the *Student Complaint and Appeal Policy*.

7. Examinations

Examination Schedule

Final examination schedules are published by the Academic Dean or the course instructor at least two (2) weeks in advance of the examination period.

Examination Conduct

During all examinations, students must maintain academic integrity in accordance with the Academic Integrity Policy, follow all instructions provided by the instructor or invigilator, and refrain from any form of unauthorized communication or use of prohibited materials.

Online Examinations

For online examinations, students are responsible for ensuring:

- Reliable internet connectivity
- A private, quiet space free from interruptions
- Removal of all unauthorized materials from the testing area
- Camera remains on for the duration of the examination

Failure to comply with online examination requirements may result in a grade of zero (0%) on the examination and an investigation under the *Academic Integrity Policy*.

8. Accommodations

Students with documented disabilities or other grounds protected under the *Ontario Human Rights Code* who require accommodations for attendance or evaluation should contact the Academic Dean as early as possible in the semester. The College will work with students to provide reasonable accommodations in accordance with the *Accessibility for Ontarians with Disabilities Act* (AODA) and applicable human rights legislation.

Accommodations may include, but are not limited to, extended examination time, alternative examination formats, modified attendance requirements, or alternative means of demonstrating Active Participation, as appropriate and supported by documentation.

9. Records

Attendance records and evaluation results are maintained in student academic files in accordance with the *Student Records Management Policy* and applicable privacy legislation.

10. Related Policies

- Academic Integrity Policy
- Academic Probation and Dismissal Policy
- Student Complaint and Appeal Policy
- Student Records Management Policy

11. Policy Review

This policy shall be reviewed every three (3) years, or sooner as necessitated by changes in regulatory requirements or institutional circumstances.

12. Contact Information

For questions about this policy, attendance, or evaluation:

Academic Dean's Office

Canadian College of Traditional Chinese Medicine

Phone: 905-606-0062

Email: dean@cctcm.ca