

## **STUDENT ATTENDANCE POLICY**

**Approved by:** Associate Director, Quality Assurance

**Revision Date:** September 21, 2024

**Effective Date:** October 1, 2024

**Next Review Date:** October 1, 2026

**Institution Number:** ID-03111

Consistent attendance is crucial for success in all courses, whether they are conducted in-person or online. Being present in class is essential, as missing lessons can significantly impact a student's understanding and retention of the material.

Additionally, punctuality is important; students are expected to arrive on time at the start of each class and promptly return after breaks.

For all programs, a minimum attendance of 80% is required. Meeting this standard is vital for ensuring that students are fully engaged and can benefit from the curriculum.

If students encounter any issues that might impact their ability to attend class, they should communicate with their instructor. Acceptable reasons for absences may include medical or health concerns, as well as family emergencies and serious personal matters.

Students are required to discuss any anticipated excusable absences with their instructor as soon as possible. If the absence has the potential to negatively affect student's progress in the program, a meeting will be arranged with the Manager, Administration.

### **Attendance Procedures**

1. Each course instructor will record and monitor attendance on a daily basis.
2. The on-site campus administrator will oversee and maintain students' attendance records.
3. Instructors will notify students of any attendance concerns to help address the issue.
4. In the event of repeated unexcused absences, disciplinary measures may apply, leading up to and including dismissal from the College.

## **Student Responsibilities**

Students are expected to:

1. Maintain the attendance requirement.
2. Notify the College's reception desk staff (or leave a message) about any absence due to illness or other reasons within 2 hours of the class start on the first day and for each subsequent day of absence, either by phone or email.
3. Discuss any planned excusable absences with their instructor.
4. Provide a doctor's note or other appropriate documentation to justify absences lasting more than 3 consecutive days.