

## Attendance Policy

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As a student, you are expected to attend classes on a regular basis and notify the campus immediately of any absences or lateness.

### **What does this mean to you as a student?**

1. If a student is unable to attend school for five (5) consecutive days, regardless of the reason for the absence, he or she will receive a warning in writing and must obtain permission from the College to resume studies.
2. Students whose absences exceed 2.5% of the total hours of the program of study (including the hours allocated to job search and practicum/clinical placement) will be warned in writing.
3. Students whose absences exceed 5% of the total hours of the program of study (including the hours allocated to job search and practicum/clinical placement) will be placed on a Commit to Success and will be subject to conditions if they wish to continue study.
4. Students whose absences exceed 14 consecutive days, or whose absences exceed 10 % of the total hours of the program of study (including the days allocated to job search and practicum placement), whichever occurs first, will be withdrawn from the College. School can use an early date if they choose.
5. Students studying in a Health Care Program may be subject to further attendance requirements imposed by a regulatory or professional body. In some cases, the College is required to report attendance as part of the regulatory or certification process. Poor attendance may affect a student's eligibility for certification or licensing.
6. The College is required to report any attendance irregularities to funding agencies. These agencies include the provincial Student Loan Office, Worker's Compensation Board, Human Resources Skills Development Canada (EI) and private insurers. Students funded by any of these agencies may be subject to further attendance requirements imposed by the funder. Poor attendance may affect a student's eligibility for funding.
7. The College will place a student on probation should there be a regular routine of poor attendance, particularly where poor attendance is coupled with poor academic performance and/or failure to maintain course completion dates.