

ATTENDANCE POLICY

All students should be attending the minimum weekly hours as per registration of the program as set out by the ministry and the schedule agreed to in the student contract. All students, regardless of funding source, must attend a minimum hours per week to be in compliance with the requirements of the Provincial Act.

Per [PVI regulation 16](#) if you are absent during the first two-thirds of your program for more than 10% of the total hours of instruction you will be withdrawn from studies.

Please give as much advance notice as you can, if you are unable to attend class. You may be placed on probation or dismissed if there is a record of excessive absenteeism. Please see Page 8 for details regarding attendance and Student Loan Funding if you are funded through this program and discuss attendance requirements with the Admissions Representative at your campus.

Each day you attend the college, when you come in and when you leave for the day, you must record your attendance on the school's attendance computer, ACME Pro System – (Acme Content Management Enterprise). You will be shown how to log in and log out on your first day of class. As these records are confidential, you must not share your user identity and password with anyone. For accuracy, please ensure you are assigning your time in class to the course(s) you are actually working on.

Students found to be logging in for or by another student in the attendance computer will be subject to the following for BOTH students;

- Receive a verbal warning
- Receive a written warning which will outline future consequences for repeat offenses and be put on Academic Probation
- Be dismissed for subsequent offenses

The attendance records are required for reporting purposes. Please note these records are part of your permanent file and are subject to audit by the government, sponsoring agencies or their designated agents.

Breaks

Students must treat their training as they would an employment situation. As in any job, you are required to “watch the clock” when you take lunch or coffee breaks. A 15-minute, mid-morning or mid-afternoon coffee break is usually given at work, so get used to this now and ensure you return to class promptly. If a student requires an extended break, he/she must obtain permission from the Learning Coach or Instructor and **must log out** when leaving, and log in upon returning to class.

Hours of Attendance

Class hours for Learning Coach or Instructor-led classes will be at the sole discretion of the college. You will be required to attend the classes according to the timetable set by the college. Students are responsible for making up the time they miss, and for arranging to collect any hand-outs or notes. If you have questions about the hours of operation at your campus, simply ask a Learning Coach.

All students are required to demonstrate a commitment to their studies and to progress at a satisfactory rate. You demonstrate commitment in your studies by:

- Attending all scheduled classes;
- Coming to class on time;
- Being prepared (*homework or reading may be required depending on the program*);
- Being an active learner, by listening, doing and completing each task assigned;
- Working on assigned work during class time;
- Participating actively (with a good attitude) in labs, classes and clinical placements;
- Remaining in class for the full, scheduled time each day;
- Seeking help when you need it (e.g. academic, financial and budgeting advice and career guidance);
- Remaining in good academic standing.

These are just a few examples. Should you have any concerns about whether you are meeting your obligations, speak to your Learning Coach, Instructor, or director of the college.

There are minimum standards which all students must meet:

- Attend between 20 to 25 hours per week (as required for your program);
- Complete all assignments, projects, and homework;
- Submit all quizzes, tests, mid-terms and final exams on time;
- Obtain a minimum of 60% in each course; Note: The minimum mark may vary by program.
- Maintain a minimum overall average of 75% in a registered diploma program or registered certificate program; Note: Marks may vary by registered diploma program or registered certificate program
- Obtain a minimum mark of 75% on each individual certificate course.

A student may be placed on probation if the college believes the student has abused any part of the attendance policy. If the problem(s) persists after being placed on probation, a student may be dismissed. A student will be given every chance to remedy his/her situation.

A verbal warning and a written warning will be issued before a student is dismissed for a violation of the attendance policy. Please refer to the complete Expulsion policy beginning on Page 9 of this handbook.

Student Aid Requirements

Full-time students funded through Government Student Aid are required to take 100% course load/hours

Part-time students funded through Government Student Aid are those attending <100% of course load/hours. Minimum hours for a part-time student and 10 hrs/week.

The School is require to notify Student Aid of withdrawal if attendance falls below 90% (please see attendance policy on page 7)

Other Funding Sources

Please be advised that every funding agency has their own set of requirements regarding minimum attendance. These requirements will be reviewed with you by your funder and

again at the time you enroll. If you do not maintain your attendance, the college is required to advise your funding agency. You may then be assumed to have withdrawn, your program cancelled and may be expected to return all or a portion of your payments. Should you require further clarification, please speak to the Admissions Department or Student Services.

Please note that attendance and progress records may be subject to scrutiny by sponsoring agencies and are maintained by the college as prescribed.