

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 the funding source, must attend a minimum of 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are absent during the first two-thirds of your program for more than 10% of the total hours of instruction you will be withdrawn.

Please give as much advanced 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 discuss attendance requirements with the Admissions Representative at your campus regarding attendance and Student Loan Funding if you are funded through this program.

Attendance Records

Each day you attend classes, when you come in &/or sign in and when you leave &/or sign out for the day, you must record your attendance on the college's attendance software, Student Success Portal or Launch. 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 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 back in upon returning to class.

Hours of Attendance

The college's normal hours of operation will be Monday to Friday from 9:00 to 4:00. 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.

Minimum Standards which all students must meet:

- Attend between 20-25 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 or otherwise not satisfied any part of the attendance policy. Should a student's attendance not meet the minimum requirements they may be issued a formal written warning and placed on academic probation. If the problem(s) persists, after being placed on probation, a student may be withdrawn at the college's sole discretion. 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 11 of this handbook.