



## **ATTENDANCE POLICY**

Excel Career College maintains strict attendance policies to ensure that students attend classes regularly to maximize their learning experience and academic success. Students who do not maintain 70% attendance (80% for SABC students) may receive an incomplete grade for that course or program, respectively. If a student's attendance falls below the required attendance percentage needed to successfully complete the course studies, the student will be required to retake the course as soon as practicable as possible.

### **Procedure:**

Attendance is recorded daily by each instructor on the LMS. It is the responsibility of the student to contact their instructor prior in the event they will be absent or late to class. They should provide their name, student number, class name and instructor name with the message. This includes all classes delivered in a distance format.

Absences for students who do not notify the instructor will be marked as 'unexcused'. Absences for students who provide supporting documentation relating to their absence will be marked as 'excused'.

The College will make a reasonable effort to accommodate an excused absence (where supporting documentation has been provided) by rescheduling the student into a make-up class or by providing instructional materials missed during their absence.

### **Late Arrivals**

Out of respect for the instructor and their peers, the following late to class policy will be applied:

- students are required to check in at the front desk with the administration team prior to entering their class. If a student arrives more than 10 mins late to class they will not be permitted to join the class until the first scheduled break
- if a student is more than 5 mins late coming back from a scheduled break, they will not be allowed back into class until the next break (if the break is in the second half of their class they will miss the duration of the class)

### **Inclement Weather/ Snow**

Campus closures align with local school closures due to weather, as announced on local radio stations and the school district's website. Excel Career College's social media will also be updated to reflect campus closures. Note: Online delivery of classes will continue in the event of a snow closure.

Information regarding campus closures will be updated and shared online:

Facebook page: <https://www.facebook.com/ExcelCareerCollegecareercollege>

Instagram page : <https://www.instagram.com/ExcelCareerCollegecareercollege>



Campus Locations	School District (SD) No
Courtenay	71
Victoria	61
Surrey	6
Kelowna	23

### **Dismissal (due to attendance)**

If a student's attendance does not meet the following criteria, you may be subject to dismissal from Excel Career College.

1. Any student who is absent for two consecutive calendar weeks of study is considered withdrawn.
2. Students are expected to maintain the required number of hours for full-time attendance. All programs at Excel Career College require 20 hours of participation per week (at 100 percent of a full-time course load).
3. Students with study permits are required to attend an overall 70% of the total program.
4. Students receiving funding through Student Aid BC must maintain an overall attendance rate of 80% of total program hours.

### **Course Retake**

If a student is unsuccessful at achieving the minimum attendance percentage required to pass a course within their program of study, the student will then be required to retake the entire course and is subject to a course retake fee. If a student absence is due to medical reasons, the student will be asked to provide a medical note. In certain situations related to a medical absence, re-take fees may be waived at the discretion of the Campus Director. (see Course Retake Policy).