



POLICY #004

ATTENDANCE AND LATE POLICY

April 1, 2022

Name of Policy

Date amended

LAST REVISION DATE: June 01, 2020

REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

The *Policy on Attendance and Lateness* outlines the student attendance requirements that support student engagement and improve student success rates.

Glenn College maintains strict policies regarding attendance and punctuality in keeping with our objective of training students for entry into the workforce. In other words: Treat going to school like you would your job. Punctuality and regular attendance are mandatory.

The requirements in this policy apply to all students enrolled in online or in-campus Courses and Programs.

1. Students are required to have a minimum attendance rate of sixty-five percent (65%) in each Course, and an average attendance of seventy-five percent (75%) throughout their Program.
2. Some programs have higher than minimum attendance requirements; therefore, students are responsible for being aware of the program requirements, as established within their faculty.
3. Students must provide medical documentation if they are absent due to illness for three (3) or more consecutive instructional days. Medical documentation may be faxed or emailed to Student Services.
4. Students must notify in writing the relevant Faculty Member and Student Services prior to foreseen absences.
5. Students are responsible for making arrangements to acquire lecture notes and assignment instructions for the missed classes.

Any student who has excessive absenteeism in a class, as determined by the instructor, may receive an incomplete from the instructor for that course. The student will have to successfully repeat the course in order to receive credit for that course.

Based on the requirements in this policy, students who have missed more than thirty-five percent (35%) of class time due to unauthorized absences will receive an incomplete grade for the Module/Course.



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Reporting of Absence

Any student who is unable to attend a class is required to report their absence to Student Services by phone or email no later than 9:00 a.m. Pacific Standard Time (PST) on the scheduled class day.

Late Attendance:

- a) You are late if you walk in 15 minutes after the class starts.
- b) If you are late, you must sign your name, the date, and the time in the Late Book.
- c) It is your teacher's decision if you can enter the classroom after 15 minutes. However, regardless of the teacher's decision, any student entering the school 15 minutes later than the start of each class time is considered late and will be dealt with based on school policies (see Attendance policy below).
- d) If you are late twice, it counts as one absence.

Leave of Absence Policy

- a) A Leave of Absence may be granted to students for the following reasons:
 - i. Maternity or parenting reasons
 - ii. Medical and health reasons
 - iii. Compassionate, family health reasons or family care
 - iv. Personal reasons, including jury duty
- b) Such a leave must be requested as soon as reasonably possible and may be granted for a period of up to three (3) months.
- c) A Leave of Absence request shall be submitted to the Director along with appropriate documentation.
- d) Examples of supporting documentation include forms completed by physicians, birth certificates, adoption papers, letters and any information that provides support for your request. Glenn College may request documentation of a student's readiness to resume studies.
- e) Students who are granted such a leave shall have "Leave of Absence" recorded on their transcript.
- f) No tuition fees or materials and supplies will be charged for the duration of the authorized leave.
- g) a student shall be in satisfactory standing when requesting a Leave of Absence, though exceptions may apply and shall be determined by the Director.
- h) If you take an unauthorized holiday in the middle of your studies, you will NOT be able to postpone your original end date and you will NOT receive a refund or a certificate.
- i) Upon the student's return, the Student Enrolment Contract will be amended to show the revised program end date.