



Attendance Policy Pan Canada College

Pan Canada College

Name of Institution

04370

Institution Number

Attendance Policy

Name of Policy

May 1, 2018

Effective Date

Revision Date

All students and instructors are expected to be punctual for classes and stay for the full class period. If the instructor is late, the instructor must notify the office as soon as possible. If the student is expected to be late or absent for class, the instructor must be notified in advance. All instructors will have attendance sheets for their classes where they will indicate the attendance of each student for every class.

All instructors are required to announce the attendance policy.

1. The minimum attendance requirements for students are as follows:
 - All students must be on time for all classes.
 - If a student is more than 15 minutes late for class, he/she will be marked absent unless the instructor is notified in advance.
 - If the student has to leave early, they must notify the instructor in advance.
 - If a student is unable to attend the class due to emergencies beyond a student's control or medical reasons, the school must be notified and a written document must be provided on the day the student returns back to school.
 - Pan Canada College's minimum attendance is 75%.
2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
 - Enrolment may be cancelled and the student will be dropped from class for exceeding the limits of the College's policy.
3. The process by which students must report an absence is as follows:
 - Notify the instructor in advance in writing.
 - If emergencies beyond a student's control arises and is unable to notify the instructor in advance, must notify the school.