

## Attendance Policy

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| <u>Attendance Policy</u>                | <u>1 September 2010</u> |
| Name of Policy                          | Implementation Date     |
| <u>Instructors/Office Administrator</u> | <u>August 16, 2017</u>  |
| Position(s) Responsible                 | Date of Last Revision   |

### Policy:

Regular attendance is required by students in order to acquire all of the knowledge and skills necessary to complete their Certificate of Competency courses successfully.

Students must:

- Attend a minimum of 90% of Transport Canada block credit courses in order to graduate
- Attend 100% of practical training courses in order to graduate.
- Class hours are from 8:30 am to 5:00 pm, Monday to Friday or Monday to Sunday depending on the course and students are expected to be in class and ready to start at that time.
- Absenteeism for more than 2 days due to illness must be accompanied by a Doctor's note

If student does not attend as outlined above:

- a) For block credit course, student will be required to write their exam at Transport Canada;
- b) For WMI and practical training courses, student may not graduate.

Note: At the instructor's discretion, students may catch up with hours missed, one-on-one with the instructor. All hours missed must be made up and evidence of made up hours are to be provided to Office Administrator in the form of signed attendance form. Hours can only be made up where applicable; practical portion of MED training may not be made at a later time, students must attend 100% of practical training time with the rest of the class in order sit the exam at the end of the course.

### Attendance Record Process

1. At the beginning of each course, Office Administrator will provide the instructor with a Course Attendance class list.
2. Every day during the course, the Instructor will sign off on attendance for each student, indicating if the student was present or absent and if student missed any hours during the day. On the last day of each week (for multi-week courses), Instructor will submit the signed Attendance Sheet for the week to Office Administrator for entry into Student Information System.
3. At the end of the course, all signed weekly Attendance Sheets are to be stored in the course file and kept on file for five years as per Transport Canada requirements.
4. Individual student attendance records can be accessed from the Student Information System.