

Gastown Business College		03469
Name of Institution	<b>January 01,2025</b>	Institution Number <b>July 31,2025</b>
<b>Attendance Policy</b>		
Name of Policy	Effective Date	Revision Date

### Attendance Standards

The minimum attendance requirements for students are as follows:

1. Students must attend a minimum of 80% of the total program (in-class and work place experience) in order to graduate.
2. Students must attend a minimum of 85% of the in-class training in order to qualify for the practicum work experience. Should
3. Students’ absence exceeds 15% during the in-class training, they may be subject to immediate dismissal.
4. Absenteeism for 3 days or more due to illness requires submission of a doctor’s note (without a note students will receive an infraction letter).

### Lateness and Attendance Calculations

\*Time Deduction: Deducted from total program attendance hours

Lateness	*Time Deduction
<b>30 min.</b>	<b>0.5 hour</b>
<b>60 min.</b>	<b>1 hour</b>
✓ <b>Passed the class half way point is to be considered as an absence.</b>	

The consequences for students who do not meet the minimum attendance requirements listed above are as follows:

- a) The consequences for Students who do not meet the outlined attendance requirements may result in dismissal of the program.

The process by which students must report an absence is as follows:

- a) Students are required to E-mail **reception@gbcol.ca** with a reason for **lateness or absence before 9:00 am.**
- b) Students arriving to class past the midway point of the in – class session, shall be recorded – absent
- c) **Email communications with reception** are the only acceptable notification for lateness or absences.
- d) **Therefore, communications through a third party such as the class instructor or classmates shall not be accepted**
- e) Students that wish to receive a current record of attendance must **send a written request to reception@gbcol.ca**

