



CAREER CITY
COLLEGE

Attendance Policy

Career City College

Name of Institution

#4071

Institution Number

Attendance Policy

January, 17th, 2024

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Name of Policy

Effective Date

Revision Date

RESPONSIBILITY: Campus Director, Senior Educational Administrator, Onsite Administrator

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SENIOR EDUCATIONAL ADMINISTRATOR: Jenny Koropatnicki, jenny@careercitycollege.ca

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ONSITE ADMINISTRATOR CONTACT: Mayu Tanaka, studentservices@careercitycollege.ca

or 250-410-4393

CCC maintains a strict attendance policy 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.

1. The minimum attendance requirements for students are as follows:

Meet 70% Minimum Attendance of your full-time course load

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

- All lates and absences will be recorded by your instructor and will become part of your permanent record.
- Consecutive Absences may infringe on your maintaining your eligibility for funding
- Students with regular absences unexcused or excused will be required to meet with the Student Success Coordinator
- Regular Absences through the program may lead to dismissal

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



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If you are unable to attend class for any reason, contact the college immediately. If you cannot meet your minimum 60% attendance in a 20 hour week please communicate with your instructor or fill out The Absence Reporting Form (you can ask your instructor or Student services for this form [student services@careercitycollege.ca](mailto:services@careercitycollege.ca))

- Online students are expected to make regular progress through the course amounting to your weekly course hours spread as desired throughout the week. Failure to make daily progress (with a maximum of two consecutive days break) will be treated as an absence unless otherwise agreed upon with the institution.
- Absences may be excused by the school based on emergent circumstances where the student is able to verify their reasons. Doctor's notes or other verifications may be required.
- If a student is absent from the college for a period of 5 calendar days without notifying the College of the reason for absence, the student may be considered as having an unexcused absence for that week.

Asynchronous Distance Mode of Delivery Attendance requirements:

- The student will be given access to the Online Learning Management System (Blackboard, GeniusSIS) and is expected to perform online learning of 20 hours per week within the LMS.
- The daily hours spent by the student within the LMS will be exported and saved in the student's file on a weekly basis.
- If a student does not attend a minimum of 70% of assigned weekly hours, they will be considered behind in the expected course during that week. It will be the responsibility of the student to study for additional hours the next week to make up for the remaining minimum hours.
- Since this is an asynchronous attendance system, the student may be allowed to perform offline tasks to a maximum of 20% of each course hours. The student must submit their offline hours spent on each course to inform the college by signing in the Student Information System: learn.careercitycollege.ca.
- The student must follow the pre-defined sequence of courses in the program which are listed in the student portal. It is assumed that the weekly hours reported from the LMS are in the same sequence as prescribed in the Program Outline and Enrollment Contract.
- Any anticipated planned absence must be approved by the college in order to be considered as an excused absence. In case of excused absence, the student must compensate for the lost hours by studying for more hours in the weeks after the excused absence.



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- Any unauthorized absence for two consecutive weeks will lead to dismissal from the full program due to non-compliance of the minimum attendance policy. Consequently, the student will be placed in a 30-day probation period to allow them to show their commitment to make up for the lost 2 weeks due to unauthorized absence. Failing to attend extra hours of study to reach satisfactory study hours will lead to a final dismissal from the program.

Please feel free to get in touch with your student success coordinator to keep track of your weekly progress and understand the attendance policy in a better way.

Student Success Coordinator:

Mayu Tanaka, studentservices@careercitycollege.ca or 250-410-4393

We wish you good luck and hope you will find your learning journey rewarding.