

<b>Glenn College</b>	Institution Number:
	<b>4356</b>

<b>Attendance Policy</b>	<b>June 2, 2025</b>
Name of Policy	Date amended

**REVIEW REQUIREMENTS:** Every two (2) years

**APPROVED BY:** Director

**Policy Purpose & Summary**

Glenn College’s Attendance Policy outlines 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.

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

**In-Class Attendance Policy**

- Students are required to have a minimum attendance rate of seventy percent (70%) in each course.
- 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 .
- Students must notify in writing or email the relevant Faculty Member and/or Student Services prior to foreseen absences.
- Students are responsible for making arrangements to acquire lecture notes and assignment instructions for the missed classes.

Based on the requirements in this policy, students who have missed thirty percent (30%) or more of their classes due to unauthorized absences will receive an incomplete mark for their course.

**Online Attendance Policy**

- Students are required to complete the recommended minimum number of modules or lessons, as well as any associated assignments, quizzes, or tests, in order to maintain satisfactory attendance, as stipulated below:

### **Online TESOL:**

To maintain satisfactory attendance and academic progress, students enrolled in the **Online TESOL Program** must complete the following weekly requirements:

A minimum of 2 modules and 2 quizzes must be completed each week.

- **Week 1:** Complete Modules 1 & 2 and their Quizzes.
- **Week 2:** Complete Modules 3 & 4 and their Quizzes.
- **Week 3:** Complete Modules 4 & 5, their Quizzes, and the Midterm Test.
- **Week 4:** Complete Modules 6 & 7 and their Quizzes.
- **Week 5:** Complete Modules 9 & 10, their Quizzes, and the Final Test.
- **Week 6:** Submit the Final Assignment before the program end date.

### **Online TESOL Training:**

To maintain satisfactory attendance and academic progress, students enrolled in the **TESOL Training Program** must complete the following requirements

A minimum of 1 module and 1 quiz must be completed each week.

- **Week 1:** Complete Module 1 and the Module 1 Quiz.
- **Week 2:** Complete Module 2, the Module 2 Quiz, and submit the Assignment and Video Presentation.
- **Week 3:** Complete Module 3 and the Module 3 Quiz.
- **Week 4:** Complete Module 4, the Module 4 Quiz, and submit the Assignment and Video Presentation.
- **Week 5:** Complete Module 5 and the Module 5 Quiz.
- **Week 6:** Complete the Final Test, Final Assignment, and the Final Video Presentation before the program end date.

### **Medical English (C1, C2, & C3): Per each course :**

To maintain satisfactory attendance and academic progress, students enrolled in any of the **Medical English programs (C1, C2, or C3)** must complete the following tasks on a weekly basis:

- **Week 1:** Complete Module 1 and the Module 1 Quiz.
- **Week 2:** Complete Module 2 and the Module 2 Quiz.
- **Week 3:** Review Modules 1 & 2 and complete the Midterm Exam.
- **Week 4:** Complete Module 3 and the Module 3 Quiz.
- **Week 5:** Complete Module 4 and the Module 4 Quiz.
- **Week 6:** Complete the Final Exam and the Final Assignment.

### **Online Business ITT Foundation (L3)**

To maintain satisfactory attendance and academic progress, students enrolled in the **Online Business ITT Foundation (L3)** must complete the following weekly tasks:

- **Week 1:** Complete Module 1, including the Module 1 Homework and Quiz.
- **Week 2:** Complete Module 2 and the Module 2 Homework.
- **Week 3:** Complete the Module 2 Quiz, review Modules 1 & 2, and complete the Midterm Exam.
- **Week 4:** Complete Module 3, including the Module 3 Homework and Quiz.
- **Week 5:** Complete Module 4 and the Module 4 Homework.
- **Week 6:** Review Modules 3 & 4 and complete the Final Exam.

Your progress through any online class will be tracked and monitored by a member of our administrative team.

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

Any student who has excessive absenteeism in any class according to this policy, as determined by the instructor or an administrator, will not be able to pass their course. The student will have to successfully repeat the course in order to receive credit for that course. All absences and late attendance infractions will be recorded.

For both in-class courses and online courses, students will receive warnings when their attendance is slipping. After the first infraction, students will receive a warning. After the second infraction, students will receive a second, and final warning. A third, and final, infraction will result in the student receiving a failing mark for their course.

If students are unable to take classes or complete any course assignments, quizzes, or tests due to unforeseen circumstances, they must provide documentation as to why they were unable to attend class or complete their course work. This can be either provided to their respective instructor or sent through email to our Student Services Coordinator [Jamie Jung ] [gcstudenthelp@gmail.com].

A leave of absence may be requested. Please refer to our "Leave of Absence Policy" found after the "Late Attendance (In-Class)" section near the end of this policy.

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

For both in-class and online students, students may report an absence by either calling us at [604-669-1603] or by emailing our Student Services Coordinator [Jamie Jung ] [gcstudenthelp@gmail.com].

For in-class students, 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.

**Our late attendance policy for in-class students is as follows:**

You are late if you walk in 15 minutes after the class starts. If you are late, you must sign your name, the date, and the time in the Late Book. It is your teacher's decision if you can enter the classroom after 15 minutes. If you are late twice, it counts as one absence.

**Leave of Absence Policy (In-Class & Online)**

- a) A Leave of Absence may be granted to students for the following reasons:
- Maternity or parenting reasons
  - Medical and health reasons
  - Compassionate, family health reasons or family care
  - 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) Students may be provided with supplementary study options and/or materials if the circumstances warrant it.

- Please note that if a student feels that they have been unjustly punished due to absences, they may make an appeal (within 30 business days of their end date or sooner) by contacting the Senior Educational Administrator [SEA - Allan Scafe] either in person or through email ([info@glenncollege.com](mailto:info@glenncollege.com)). A meeting will be arranged either in person or online, and the student will have the opportunity to plead their case. The student must provide some forms of evidence to justify their appeal. The SEA will make a decision within 5-10 business days of the meeting.