Pacific Link College

Attendance Policy	November 1, 2014
Name of Policy	Implementation Date

Program Head, Campus Coordinator	March 31, 2018
Position(s) Responsible for Administering this Policy	Date of Last Revision

Policy:

Pacific Link College expects students to attend classes regularly and be punctual while completing a program of study. Student absences will be recorded from the start date specified in the contract. In case of absence, it is the student's responsibility to contact the Campus Coordinator to gain permission of an excused absence and to be entitled to make up classes missed. A student missing a cumulative of 20 percent* of the classes without the permission from the Campus Coordinator may result in a failing grade for the course. Students at Pacific Link College may be permitted, in the following circumstances, to apply for a leave of absence from a course or program:

1) A maximum of four (4) weeks of leave when a member of the student's immediate family or household dies or suffers a serious illness or injury.

2) A cumulative of ten (10) days of sick leave.

Procedure

1. The Campus Coordinator is responsible for the Attendance Sheet, which is designed to record the attendance of all students enrolled in PLC.

2. An enrolled student, who wants to take a leave of absence from a course or program, must submit an Absence Request Form for leave of absence to the Campus Coordinator.

3. Once approved by the Campus Coordinator, the Absence Request Form will be placed in the student file and the Campus Coordinator is responsible for recording the absence of the student as Excused Absence in the Attendance Sheet.

4. Once the student finishes his or her period of study, the Campus Coordinator is responsible for recording the student's attendance in the student's Attendance Record, which will be placed in the student file.

5. A student missing a cumulative of 20 percent of the classes without the permission from the Program Head may result in a failing grade for the course.