

# Gastown Business College (GBC) Attendance Policy

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## 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 exceed 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 the note will result inreceiving an infraction letter).

## Lateness and Attendance Calculations

\*Time Deduction: Deducted from total program attendance hours

Lateness	*Time Deduction
30 min.	0.5 hour
60 min.	1 hour
✓ <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 is 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**