



Attendance Policy

Responsibility:

- All Staff/ Instructors
- Senior Education Administrator

Attendance requirements are set out in the program and course outlines for each program. For all current programs, 60% attendance is required. However, 100% attendance is encouraged.

- Regular attendance is expected in all courses – be those ground in class or on line.
- Promptness is expected at the beginning of class and after each break.
- Program/course outlines determine required attendance for specific programs.

General Principles

Attendance in classes is necessary and missing classes can affect student learning.

If students are having any issues which may affect their attending class for any reason, they should discuss this with the instructor.

Excusable absences may include: medical/ health issues, serious personal issues. Students should discuss pending excusable absences as soon as possible with their instructor. A memo should be included in the students file and the matter referred to the Senior Education Administrator if the absence may adversely affect student progress in the program.

1. Each course instructor will record and monitor the attendance of all students daily.
2. Dispatch will maintain the students' attendance records.
3. Students will be warned of attendance issues by the admission team so to resolve the matter.
4. If unexcused absenteeism is chronic, an 'attendance contract' may be arranged with the



student; the Senior Education Administrator may provide a written academic warning.

Student Responsibilities

Students are expected to:

1. Maintain the attendance requirement.
2. Report any absence due to illness or other reason to the Dispatcher (or leave message) within 2 hours on the first and all subsequent days of absence by e-mail.
3. Discuss any pending excusable attendance with their instructor.
4. Provide a doctor's note to support absences.

Note: In aviation programs, attendance—particularly for flight training—is subject to change based on weather conditions and aircraft availability. Students are expected to maintain flexibility and ensure regular communication with dispatch and their instructors to accommodate necessary schedule adjustments in a timely and professional manner.

