

ATTENDANCE POLICY

Sprott Shaw maintains strict standards for attendance and punctuality to reflect the expectations of today's workforce. Students are expected to treat their school attendance with the same professionalism as they would in an employment setting—arriving on time and attending all scheduled classes.

Online Learners — Active Participation

Active participation for online classes includes having cameras turned on for the entire duration of each class unless extenuating circumstances have been pre-approved by the Campus Director. Students who do not have their cameras on will be marked absent for that class session.

Illness or Unavoidable Absence

Students who are ill or must miss class for unavoidable reasons must make reasonable efforts to notify the College before class begins by contacting the campus or emailing the instructor.

Students are responsible for completing missed work on their own time and in accordance with assignment guidelines. It is the student's responsibility to stay connected with the instructor and classmates to obtain any missed information or materials.

Late Arrival Procedures

To maintain a respectful and disruption-free learning environment, the following applies to late arrivals:

If a student anticipates being late:

- They must notify the instructor prior to the scheduled start time using the designated communication method (email, text message, or LMS message).
- Upon arrival, the student may enter the classroom quietly without waiting for the scheduled break.

If a student arrives late without prior notification:

- They will not be permitted to enter the classroom immediately.
- They must wait until the next scheduled break to join the class.

All late arrivals, early departures, and absences are recorded and become part of the student's permanent record.

Attendance Tracking

Total course hours attended are displayed as a percentage on the student transcript (this percentage is not factored into grades).

For attendance calculation purposes, 15 minutes missed in any hour counts as one full missed hour.

Extended Absences

Students absent for three consecutive calendar days without notifying the College will be considered dismissed from the course and must re-sit the course as soon as practical.

Students absent for ten consecutive calendar days without contact will be disenrolled from their program.

Excessive Absenteeism

Students who exceed the allowable absence limits may receive a zero and an incomplete for the course, requiring a re-take to earn credit.

Absence limits:

- Non-regulated programs & Electrical Foundations: up to 20%
- PN/PNA programs: up to 10%
- Electrician Common Core Level 1–3 & Construction Electrician Level 4: up to 10%

Absences may be excused at the discretion of the Campus Director but will still appear on the student's attendance record. In specific cases, typically verified medical absences, associated re-sit fees may be waived.

Short-Term Illness

Students are not required to provide a doctor's note for their first two health-related absences of one or more consecutive days within a calendar year.

To have these absences excused, students must:

- Notify their Director and Instructor prior to the start of class, and
- Submit a completed Student Illness Declaration Form (available in the Student Support Directory on the Sprott Shaw website).

Subsequent or Extended Illness-Related Absences

For any third or subsequent illness-related absence within a calendar year, or any illness-related absence lasting more than one consecutive day, the College may require medical or other supporting documentation. Students must communicate with their instructor or Campus Director to confirm what documentation is needed and to arrange any appropriate academic accommodations.

ABSENTEEISM POLICY

Time away from any Sprott Shaw program is regulated by several authorities, including (but not limited to): Student Services Branch, StudentAid BC, The Department of Human Resources and Skills Development Canada (HRSDC) or Services Canada, Immigration, Refugees and Citizenship Canada (IRCC) and the Private Training Institutions Regulatory Unit (PTIRU). In some circumstances Sprott Shaw may be required to notify the relevant authorities when the student is considered to have withdrawn due to non-attendance.

When a student misses 15% - 19% (7% - 9% for PN/PNA, Electrician Common Core Level 1-3 & Construction Electrician Level 4 students) of a course, they may be required to sign a Probation Form (See also Satisfactory Progress/Probation).

- When a student misses 20% of a course (10% for PN/PNA, 10% for Electrician Common Core Level 1-3 & Construction Electrician Level 4), they may be placed on a learning plan (special consideration for shorter courses e.g., 20 hrs.). May also be subject to failure of the course. If the absence is due to medical reasons, the student is required to provide a medical note explaining their absence, the student will not incur a re-sitting charge for any absence due to health concerns. (See also Attendance Policy).
- When a student is absent from the College for a period of three consecutive calendar days without notifying the College of the reason for the absence, the student will be considered as having withdrawn from the course and will have to re-sit the course as soon as practical and possible. If the absence is due to medical reasons, the student is required to provide a medical note explaining their absence. The student will not incur a re-sitting charge for any absence due to health concerns (See also Attendance Policy).
- When a student misses school for more than ten consecutive days (five consecutive days for or has absenteeism exceeding 20% (10% for PN/PNA, 10% for Electrician Common Core Level 1-3 & Construction Electrician Level 4) of the prescribed number of program hours, the student will be deemed withdrawn from the program. Funding sources such as HRSDC/Services Canada, CIC or StudentAid BC may have additional policies which apply. This involves some paperwork, but does not prevent the student from returning and completing their program at a later date.
- Healthcare students are expected to attend all clinical experiences on a full-time basis. If a shift is missed, a valid reason, acceptable to Sprott Shaw College, must be demonstrated by the student. This may include the provision of supporting documentation. Students will be required to make up missed clinical shifts. The PNC or College Director will advise the student as to how and when this time is to be added to the student's schedule. Students who miss clinical time may be subject to an additional administrative fee, payable in advance of the clinical hours.