



Learner Attendance Policy

Category:	A	Number:	002
Last Review Date:	August 2022	Next Review Date:	August 2024
Approval Date:	August 31, 2022	Related Policies, Reference	n/a

For more information about PTIB and how to be an informed learner, go to:

<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

Purpose

The purpose of this policy is to provide guidelines and expectations for class attendance for in-person and distance education courses. The Centre for Indigenous Health Leadership (CIHL) recognizes the importance of participation in courses and programs. Attendance by learners is expected in all face-to-face and online course activities from the start date to the end date of the program or course (including all mandatory activities such as pre-residencies, residencies, lectures, seminars and tutorials).

Policy

Minimum Attendance Requirements

The minimum attendance requirements for learners are as follows:

- Learners are expected to attend all the scheduled classes, lectures, seminars, labs, etc. Course instructors are allowed to set their own minimum attendance requirements that will be included in the course outline. The general suggested attendance minimum is 75 percent.

Learners who do not meet the minimum attendance requirements listed above are as follows:

- A learner who does not engage in a course within the first seven (7) calendar days (for example, by signing into an online course or appearing in person for an on-campus course) will be considered a 'no-show' and will be withdrawn from the course and may also be withdrawn from the program.
- Learners who do not meet attendance requirements may be excluded from their final assignment/examination(s), assigned a letter grade of F (Fail), or may be required to withdraw from a course and/or the program of study.

Reporting Absences

Learners may report absences to their course learning facilitator/instructor prior to their absence via telephone, email, or via the CIHL's Learning Management System.

- Learners who are absent because of illness, accident, family-related matters, or other extenuating circumstances should bring the matter to the attention of their instructor and may be required to provide supporting documentation.