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**Attendance Policy**

**Name of Policy**

**December 20, 2019**

**Implementation Date**

**Education Administrator**

**Positions(s) Responsible**

**September 20, 2021**

**Date of Last Revision**

ACE Community College (ACC) expects students to attend classes on time and on schedule. It can be very disruptive if students interrupt classes by arriving late. Therefore the following will be ACE Community College's policy: All Students must attend classes.

1. Students will be provided with a timetable at the beginning of each semester detailing the times they are required to attend class.
2. It is recommended that student enter the class at least 5 minutes before commencement of the class period to allow time to be fully prepared for the beginning of class.
3. If there are two hours of continuous class schedule, students will be given a 10 minute break just before the next class hour starts.
4. Instructors will start delivery of the class work exactly on the scheduled minute.
5. Instructors may close the door of the classroom when he/she commences teaching so as to avoid class interruption. If a student is closed out of the class, he/she will be marked as absent.
6. Instructors will be taking attendance, and will record students that are present. Student will sign in at the start of class and sign out at the end of class using the class attendance sheet.
7. At the end of each week all program attendance sheets will be consolidated and the student attendance determined for each student. Such attendance record will be filed in students file for future reference and may be used when giving recommendation letters, or when making decision on supplementary examinations. In particular, no supplementary examination can be given to a student who failed to attend classes for less than 80% of the scheduled class time.

8. Students who fails to complete assignments and tests due to absence will be allocated a grade of zero for the work, except in cases of illness or medical procedure supported by a note issued by a medical doctor. If such documentation is produced, the instructor may allow work to be handed in late or adjust the weight the missed work so that the student will not be penalized.
9. If a student fails to attend less than 80% of the classes, it will be considered unsatisfactory and insufficient course coverage and therefore the student will not pass the course, unless such a student obtains over 80% of the average mark in all course work assesments.
10. If a student decides to take a day-off, he/she must inform the instructor by sending him/her a direct email which is provided to the students during orientation to the campus(on the first day of the class). They can also send this email to the lead co-ordinator of the program: [support@acecollegecanada.com](mailto:support@acecollegecanada.com).