

Attendance Policy

Name of Policy

January 01st, 2008

Implementation Date

Senior Education Administrator

Position(s) Responsible

Jan 31st, 2024

Date of Last Revision

Attendance Policy

At ACE Community College, we believe that regular attendance is crucial for academic success and a positive learning environment. To ensure the smooth functioning of classes, we have established the following attendance policies:

1. Timetable Distribution:

At the commencement of each semester, students will receive a detailed timetable outlining the specific class times they are required to attend.

2. Prompt Arrival:

It is strongly recommended that students enter the classroom at least 5 minutes before the scheduled start time to ensure they are fully prepared for the beginning of the class.

3. Breaks during Continuous Classes:

In instances of two consecutive hours of class, students will be granted a 10-minute break just before the start of the next class hour.

4. Punctuality of Instructors:

Instructors will commence class activities precisely at the scheduled minute to optimize the learning experience.

5. Classroom Etiquette:

To prevent disruptions, instructors may close the classroom door once teaching begins. Students arriving late and finding the door closed will be marked as absent.

6. Attendance Tracking:

Instructors will maintain attendance records. Students are required to sign in at the beginning and sign out at the end of each class using the provided attendance sheet.



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SKILLED TRADES BC
DESIGNATED TRAINER

7. Record Keeping and Evaluation:

Weekly, all program attendance sheets will be consolidated, and individual student attendance records will be maintained. These records will be stored for future reference and may influence decisions such as recommendation letters or eligibility for supplementary examinations.

8. Impact of Absences on Assignments and Tests:

Students failing to complete assignments and tests due to absence will receive a grade of zero, unless supported by a note from a medical professional. In such cases, instructors may consider allowing late submissions or adjusting the weight of missed work.

9. Minimum Attendance Requirement:

Students failing to attend more than 20% of scheduled classes will be deemed unsatisfactory, resulting in a failure of the course. An exception will be made if the student achieves over 80% in all course assessments, acknowledging exceptional proficiency in the subject.

At ACE Community College, we strive to create a conducive learning environment, and your cooperation in adhering to these policies is essential for the success of both individual students and the academic community.