#101-102,9486-120St, Surrey , BC V3V 4B9
604-603-ACE1(2231)
info@acecollegecanada.com

| **Attendance Policy** | 2025-09-17 |
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| Name of Policy | Implementation Date |
| **Supneet Chawla, Senior Education Administrator**<br>**Oshin Charly, Program Coordinator** | 2025-09-17 |
| Position(s) Responsible | Date of Last Revision |

ACE Community College expects students to attend classes regularly and to be punctual while completing a program of study. This includes attendance to all labs, lectures, classroom activities, quizzes, tests, and examinations, whether the program or course is being delivered in-class. Students who are absent for more than 20% of a course or more than 30% of an overall program, may receive an incomplete grade for that course or program, respectively.

**Procedure:**

1. All concerns relating to a student's attendance shall be directed in writing to the Senior Education Administrator (Supneet Chawla, schawla@acecollegecanada.com) or Program Coordinator, Oshin Charly (support@acecollegecanada.com). Concerns may be brought by staff, students or instructors.

2. Students arriving to class 15 minutes or more after the class start time will be considered to be absent for that class.

3. Attendance will be recorded by each Instructor for all students enrolled in a program of study at the beginning of each class using the attendance sheet or method provided by the College. Attendance will be reported daily to the College Administrator.

4. It is the responsibility of each student to contact their instructor or the College's administrative staff in the event they will be absent or late in arriving to class. Reported absences will be marked as "excused". Absences or late arrivals will be marked as "unexcused" for any student who does not advise the College of their intended absence or late arrival. In the case of any absence, whether excused or not, students will be responsible for making up the time lost, and all work, quizzes, tests, labs and exams assigned during the student's absence.

5. If a student is absent for three or more consecutive days due to illness, he/she/they must submit a doctor's note attesting to illness.

6. If a student is absent for three or more consecutive days for compassionate reasons, he/she/they must submit evidence of the reason for the absence (i.e. a copy of the Order of Service for a funeral).

7. Students may apply for a leave of absence in the case of an unavoidable personal or family emergency. Students must complete a Leave of Absence Request Form and deliver that form in person, by email or by registered mail to the College Administrator, Supneet Chawla (SChawla@acecollegecanada.com),

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prior to being granted a leave. Leaves of absence may not be granted for more than a period of two (2) weeks and must be substantiated by providing the College with all relevant documentation (including, but not limited to, a doctor's note or report) to support their application for leave.

8. A leave of absence does not excuse the student from completing the work, quizzes, tests, labs and exams assigned during the student's leave. In the event a leave of absence constitutes an absence of more than 20% of a course or 30% of an overall program, the student may be required to repeat the course or program at their own expense.

9. Program end dates will not be extended due to absences or a leave of absence. Students are expected to complete their program of study in accordance with the program end date indicated on the Enrollment Contract.

10. Students will not be granted a leave of absence for vacations, study for exams or visits from family or friends.

11. Whenever possible, the College will make a reasonable effort to accommodate an excused absence or approved leave of absence by re-scheduling the student into an alternate class for the same course on their return. or by providing the instructional materials missed during their absence, and/or rescheduling a time to write a missed test or exam. However, it is ultimately the responsibility of the student to make-up any instruction, tests or exams missed during their absence.

12. Excessive absence or lateness may be a reason for dismissal from study.