

Attendance Policy

Guildford College	ID-04470
Name of Institution	Institution Number
Attendance Policy	Jan. 1 st , 2020
Name of Policy	Implementation Date
	Nov. 28, 2024
	Review Date
	October 1 st , 2025
	Revision Date

The Policy

Attendance Policy outlines students' attendance at the Guildford College that is aimed at improving their success rates. This policy applies to full time and part time students enrolled in any program offered at the Guildford College.

General Philosophy

- Instructor will record, monitor, and report on the attendance of all students in his/her class for all their courses.
- Any absences without a valid reason will be unauthorized.
- In case of sickness, Instructor may ask for a doctor's note from the relevant student if he/she feels a need of it.
- Students are required to have a minimum attendance rate of **75%** in each course.
- If the absences were not authorized, the student will receive an incomplete grade.



- A student who makes up missed exams/projects/assignments will not receive a grade higher than 60% (minimum graduation marks).

Absences Authorized in Advance

- Absences should only be authorized in advance when there is a valid reason, such as the following:
 - A medical appointment with doctor, lab, dentist etc. which cannot be arranged outside class hours
 - A religious holiday
 - An exceptional case such as an emergency involving oneself or a close family member.
- Absences that could not be foreseen in advance will normally be treated as unauthorized absences if that student has not informed the College by maximum one hour after the start of class on the day in question.

Unacceptable Reasons for Absence

The following reasons for absence are examples that would not generally be acceptable:

- Personal vacations
- Part-time employment
- Leisure activities
- Birthdays

General instructions

Students are expected to:

- Report any absence due to illness or other valid reason to the College reception desk maximum by one hour after the start of class



on the first and all subsequent days of absence either by phone or e-mail.

- Leave a voice-mail message to the reception desk in the event that there is no reply to telephone calls.
- Provide medical evidence to support absences of more than 3 consecutive days. This medical evidence can either be emailed or faxed to Guildford College or presented to the instructor upon returning to class.
- Catch up on any work missed due to absences.
- Any student falling short of 75% attendance is considered withdrawn from the course and will be asked to repeat the course.
