

Attendance Policy

POLICY NO.	GC-POL-07
EFFECTIVE DATE (THIS REVISION)	September 8, 2026
ORIGINAL ADOPTION	January 1, 2020
NEXT SCHEDULED REVIEW	September 2027
APPLIES TO	All students, all approved and non-approved programs
RESPONSIBLE OFFICE	Office of the Registrar
REGULATORY BASIS	Private Training Act (PTA); Private Training Regulation; PTIRU Policy Manual s.3.2.1 (Student Attendance Policy); EQA Code of Practice s.2.5
INSTITUTION	Guildford College PTIRU Institution No. 04470

1. Purpose

This policy sets the minimum attendance requirements for Guildford College students, the consequences of not meeting them, and the process for reporting an absence, consistent with the PTIRU Policy Manual and, for international students, the EQA Code of Practice. It is provided to every student before the start date of their program.

2. Minimum Attendance Requirement

Students in all full-time and part-time in-class or combined-delivery programs must maintain a minimum attendance rate of 70% in each course, unless a higher standard applies under a program-specific requirement or third-party regulator standard.

3. Reporting an Absence

A student who will be absent must notify the College — by email, telephone, or the College's student portal — within one hour of the scheduled class start time. Absences exceeding three consecutive days require supporting documentation (such as a medical note) submitted by email, fax, or in person within 5 business days of returning.

Accepted reasons for an authorized absence include documented medical appointments or illness, religious observance, and family emergencies. Personal vacation, part-time employment, and non-emergency personal activities are not accepted grounds for absence.

4. Consequences

- A student who falls below the 70% minimum in a course may be required to repeat the course or relevant module, at the College's discretion and subject to any applicable fee under the Tuition and Fees Policy.
- Coursework missed due to an unauthorized absence may be recorded as incomplete; where make-up

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work is permitted, the maximum achievable grade may be capped as set out in the applicable program handbook.

- Repeated or serious non-compliance with this policy is addressed under the Academic Alerts Policy and may ultimately result in dismissal under the Student Dismissal Policy.

5. Progress Monitoring and Reporting

The College documents and monitors each student's attendance and program progress. For international students on a study permit, the College reports enrolment and attendance status to Immigration, Refugees and Citizenship Canada (IRCC) in a timely and accurate manner, in accordance with the Academic Learning Supports Policy.

Approved by: Firas Haddad
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