

## LCC ATTENDANCE POLICY

This policy applies to all LCC students.

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Teachers record attendance in all classes every class.

In addition to meeting the learning outcomes of each course, students must meet the attendance requirements listed on the course outlines. If students are absent from class, they can request missed materials from their teacher upon their return.

### The minimum attendance requirements are as follows:

- a. For Comprehensive English and Test Preparation Programs, you must attend at least 80% of classes to receive a Certificate of Achievement.
- b. For Special Focus Short-Term courses, you must attend at least 70% of classes to receive a Certificate of Achievement.
- c. For Career Diploma Programs, you must attend at least 80% of classes to receive a Diploma.
- d. For Co-op Diploma programs, you must fulfill the attendance requirements of your Career Diploma programs and at least 80% of your elective courses in addition to attending the Work component and post-work tutorial to receive a Co-op Diploma. Please check the course outlines for the requirements of each course.

Students who do not meet the minimum attendance requirements listed above, and have not made alternative arrangements with their teacher, **will not receive a Certificate of Achievement (for Certificate programs) or a Diploma (for Diploma programs).**

If you must be absent:

- Your teachers will give you their email addresses on the first day of classes. Please email them if you need to miss a class, or, if you cannot contact your teacher, call the office to report an absence; if your absence is not avoidable, it may not count against you. Inform your teacher as soon as possible to arrange alternative ways to successfully complete your program.
  - Bring a doctor's note if you were sick.
  - Bring evidence of important appointments such as job interviews and immigration hearings.
- Your teacher will provide you with materials from the class(es) you missed.
- If you miss classes in a diploma program, you must make up the work to pass. You may be required to repeat courses or attend tutorials at an additional cost for significant absences (eg. more than one day per week in a diploma program).

Students who do not meet the attendance or learning requirements listed on the course outlines and cannot make up the work may request a Certificate of Participation instead of a Certificate of Achievement or Diploma. A Certificate of Participation will acknowledge students' registration in the program and the number of hours they attended.