



Student Attendance Policy

Community Wellness Foundations Certificate — Older Adult Focus

Policy Title	Effective Date	Revision Date
Student Attendance Policy	Upon Institutional Certification	Initial Version

This policy is provided to every student at orientation and is available in the Student Handbook and on the institutional Learning Management System (Tutor LMS).

1. Purpose

This policy sets out the attendance expectations, attendance monitoring procedures, and absence-reporting requirements for students enrolled at Seaside Coast College. It is established in accordance with the Private Training Act and the Private Training Regulation.

2. Scope

This policy applies to all students enrolled in the institution's synchronous distance delivery programs. All instruction is delivered live through Microsoft Teams, supported by Tutor LMS as the institution's system of record.

3. Minimum Attendance Requirement

Students are required to attend at least **80% of the scheduled synchronous instructional hours in each course and across the program overall.**

In addition, students are expected to:

- attend the scheduled synchronous online instructional sessions in real time;
- participate actively in scheduled learning activities;
- maintain regular participation throughout the program; and
- complete required coursework, assignments, and assessments.

Attendance and participation are monitored throughout the program as part of student-progress tracking and institutional recordkeeping.

4. Attendance Monitoring

Attendance is monitored and verified through:

- Microsoft Teams attendance records for each scheduled session;

- instructor observation of live participation, including verbal and chat participation;
- Tutor LMS activity logs, assignment submissions, and assessment participation.

Students are expected to attend live sessions with their cameras on, subject to reasonable accommodation requests made to administrative coordination. Attendance records are maintained as part of the institution's student records.

5. Reporting an Absence

A student who is unable to attend a scheduled instructional session must notify the instructor or the institution as soon as reasonably possible through the institution's communication channels (Tutor LMS messaging or institutional email). For a prolonged or extended absence, the student may be asked to provide additional information or supporting documentation.

6. Approved Absences and Make-Up Activities

Where an absence is approved and documented, the instructor may assign make-up learning activities to address the missed material. Make-up activities are assigned and verified by the instructor and do not replace required instructional hours unless the institution approves and documents them in accordance with this policy. Approved accommodations are addressed under the institution's Accommodation Policy.

7. Consequences of Not Meeting the Requirement

A student whose attendance falls below the 80% requirement will:

- receive written notice from the institution identifying the attendance concern;
- be required, where appropriate, to meet with the instructor or the Senior Educational Administrator to discuss a plan for continuing in the program; and
- be subject to academic consequences, withdrawal, or dismissal in accordance with the institution's Student Dismissal Policy and Withdrawal Policy if attendance does not improve to the required threshold.

A student who stops attending or participating in program activities may be subject to the institution's withdrawal procedures.

8. Records

Attendance records are maintained as part of the institution's student records and are retained in accordance with the institution's Privacy and Records Policy, which provides for retention of Class A student records for at least eight years.

9. Related Policies

This policy operates alongside the institution's Accommodation Policy, Respectful and Fair Treatment of Students Policy, Student Dismissal Policy, Withdrawal Policy, Student Grade Appeal Policy, and Dispute Resolution Policy.

10. Contact and Approval

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Approved by: Senior Educational Administrator · Review cycle: Annual