



Attendance Policy

Purpose

Class attendance and active participation in the learning process are essential to derive the maximum benefits from the dynamic, experiential and interactive courses and programs provided by Eclipse College.

Policy Statement

All students are expected to attend and participate in classes, workshops, online study modules, group projects and discussions which are all essential in the learning process and for personal and professional development and growth.

Scope

This policy is intended to apply to all individuals who are registered as students of Eclipse College.

Policy

1. All students are required to maintain a minimum attendance rate of 80% for each course or program in which they are enrolled. This includes all classes, workshops, online study modules, and any other in-class or online class activities.
2. Students are encouraged to align their work schedules with their course and program responsibilities to maintain a balanced, conducive and effective learning environment.
3. Students who do not meet the minimum attendance requirements:
 - may be ineligible to for make-up assignments or other opportunities for missed class content; and

- may be ineligible to receive the applicable certificate or diploma confirming completion of a program.
4. Continued and unsubstantiated failure to meet the minimum attendance requirements may result in dismissal from a course or program.
 5. If a student will be absent for an extended period, they must contact their instructor in advance to discuss what arrangements may be made to address missed class content, assignments and experiential learning.
 6. If a student will be absent due to unforeseen circumstances beyond the student's control, the student must email their instructor as soon as reasonably practical to advise of their unplanned absence.