



Attendance Policy

Last Updated: May 2026

Applies To: All Golden Career College students

1. Purpose

Golden Career College is committed to supporting student success, professional development, and program completion. Regular attendance is an important part of academic progress, skills development, professionalism, and readiness for practicum or workplace expectations.

The purpose of this policy is to outline attendance expectations, absence reporting requirements, make-up expectations, and possible consequences when students miss scheduled classes, labs, practicum, or other required program activities.

2. Attendance Expectations

Students are expected to attend all scheduled classes, labs, practicum shifts, assessments, orientations, and required program activities.

Students are expected to maintain an absence rate of **less than 10% overall** in their program. If a student's absences exceed 10% of scheduled instructional hours,

Golden Career College may initiate a formal attendance review.

A formal attendance review may result in one or more of the following:

- documented attendance warning;
- attendance recovery plan;
- required catch-up work;
- required lab or skills remediation;
- academic advising or student support meeting;
- practicum-readiness review;
- delayed practicum placement or ineligibility to proceed to practicum until requirements are met;
- ineligibility to complete certain course or program components;
- withdrawal procedures, where applicable.

Absences of **20% or more**, whether excused or unexcused, may result in further review and may affect the student's ability to continue in the course or program.

For hours-based programs or programs with separate theory, lab, and practicum components, attendance may be reviewed both overall and within individual program components. A student may be required to attend a formal attendance review where absences within theory, lab, practicum, assessments, or required program activities may affect program-hour requirements, skills readiness, practicum eligibility, safety, or successful program completion.

3. Program-Specific Attendance Requirements

Some programs may have additional attendance requirements due to required instructional hours, lab/skills components, practicum placement, safety requirements, certification expectations, or external program approval standards.

Students are responsible for meeting both:

- Golden Career College's general Attendance Policy; and
- any program-specific attendance, lab, practicum, or progression requirements outlined in their program handbook, course outline, practicum materials, student contract, or written communication from the College.

For hours-based programs, missed instructional time may affect program completion, skills readiness, practicum eligibility, and graduation.

4. Theory, Lab, and Practicum Attendance

Attendance expectations may apply differently depending on the type of learning activity.

Theory Classes

Students who miss theory classes are responsible for reviewing missed content. Where available, Moodle materials, class recordings, readings, and assigned catch-up work may support learning.

However, reviewing materials or recordings does not automatically remove the attendance concern or replace required participation, assessments, lab/skills practice, program-hour expectations, or progression requirements.

Lab / Skills Sessions

Lab and skills sessions require active participation, hands-on practice, instructor observation, safety awareness, and demonstration of required skills.

Missed lab time may require supervised lab remediation or instructor-observed skills practice. Recordings, Moodle materials, or self-study do not replace required lab participation or skills demonstration.

Practicum / Clinical Placement

Practicum attendance requirements are strict. Students are expected to attend all scheduled practicum shifts and follow the attendance, communication, and professionalism expectations of both Golden Career College and the practicum site.

Missed practicum shifts must be reported immediately and may need to be made up where possible. Missed practicum time that cannot be made up may affect practicum completion, program completion, and graduation.

Repeated absence, lateness, early departure, or failure to communicate appropriately during practicum may result in removal from placement, delayed completion, failure to meet practicum requirements, or withdrawal procedures where applicable.

5. Reporting an Absence

Students must notify Golden Career College as soon as possible if they are unable to attend a scheduled class, lab, practicum shift, assessment, or required activity.

Students should report absences according to the communication process provided by the College or program. This may include notifying the instructor, administration, practicum coordinator, or practicum site, depending on the situation.

Whenever possible, students must report an absence **before** the scheduled start time.

Failure to report an absence may result in the absence being recorded as unexcused and may be considered a professionalism concern.

6. Excused Absences

An absence may be considered excused where there is a valid reason and, where requested, appropriate documentation is provided.

Examples may include:

- illness or injury;
- medical appointments that cannot reasonably be scheduled outside program time;
- family emergency;
- religious observance;
- court or legal obligation;
- College-approved event;
- other serious or extenuating circumstances approved by Golden Career College.

A doctor's note or other documentation may be required, especially for extended or repeated absences.

Approval of an excused absence does not automatically remove the requirement to complete missed work, make up required hours where applicable, or demonstrate required skills.

7. Unexcused Absences

An absence may be considered unexcused where the student does not provide a valid reason, does not follow the required notification process, or is absent for reasons not approved by Golden Career College.

Repeated unexcused absences may result in formal attendance review, academic consequences, practicum-readiness review, or withdrawal procedures where applicable.

8. Late Arrivals and Early Departures

Students are expected to arrive on time and remain for the full scheduled class, lab, practicum shift, assessment, or required activity.

Late arrivals and early departures may be recorded and may count toward missed instructional time.

Attendance records should reflect actual participation time. If a student arrives late or leaves early, the instructor or College representative may record:

- the arrival time;
- the departure time;
- the amount of instructional time missed; and
- whether the missed time affects participation, assessment, skills practice, or practicum readiness.

A student should not normally be marked fully absent if they attended part of the session, unless the situation has been reviewed and determined under this policy or program-specific requirements.

9. Make-Up Work and Remediation

Students are responsible for catching up on any missed content, assignments, assessments, lab practice, or required activities.

Make-up work or remediation may include:

- Moodle review;
- class recordings, where available;
- textbook readings;
- written catch-up assignments;
- workbook activities;
- knowledge checks;
- instructor meeting;
- supervised lab remediation;
- skills demonstration;
- practicum make-up time, where possible and approved.

Make-up work, recordings, or self-study may support learning but do not automatically erase absences, replace required lab participation, or guarantee program progression or practicum eligibility.

Golden Career College will determine what make-up work or remediation is appropriate based on the course/program requirements, the amount of time missed, the type of content missed, and the student's ability to meet program outcomes.

10. Attendance Review Process

Golden Career College may initiate an attendance review when:

- a student's absences exceed or approach 10%;
- absences show a concerning pattern;
- the student repeatedly arrives late or leaves early;
- the student misses required lab, skills, practicum, or assessment activities;
- the student fails to communicate absences appropriately;
- attendance may affect program completion, practicum readiness, or student safety.

An attendance review may include:

- review of the student's attendance record;
- review of missed theory, lab, practicum, or assessment requirements;
- opportunity for the student to explain the circumstances;
- request for supporting documentation;
- consultation with the instructor or program staff;
- development of an attendance recovery plan, where appropriate;
- review of practicum readiness or progression status;
- documentation placed in the student file.

11. Attendance Recovery Plan

Where appropriate, Golden Career College may provide a student with an Attendance Recovery Plan.

The plan may outline:

- current attendance concerns;
- missed instructional or practicum hours;
- required theory catch-up;
- lab or skills remediation;
- outstanding assessments or assignments;
- attendance expectations going forward;
- deadlines;
- consequences if the plan is not completed.

Completion of an Attendance Recovery Plan supports the review process but does not automatically erase missed hours, remove the attendance concern, guarantee practicum eligibility, or guarantee successful program completion.

12. Consequences for Non-Compliance

Failure to meet attendance expectations may result in one or more of the following:

- verbal or written warning;
- formal attendance review;
- required attendance recovery plan;
- required make-up work or remediation;
- impact on the student's ability to complete required assessments, labs, practicum, or program components;
- ineligibility to complete certain assessments, labs, practicum, or program components;
- delayed practicum placement;
- removal from practicum placement;
- inability to meet program completion requirements;

- withdrawal procedures, where applicable;
- other academic or administrative action appropriate to the situation.

Where a student is withdrawn or ceases to be enrolled, any applicable refund will be determined in accordance with Golden Career College's Refund Policy and the refund requirements under Manitoba's Private Vocational Institutions Act and Regulation.

13. Practicum-Specific Consequences

For programs with practicum, clinical placement, or work-integrated learning, students must meet the attendance, communication, conduct, documentation, and readiness expectations required by Golden Career College and the practicum site.

A student may be delayed, removed from, or deemed ineligible for practicum if:

- required attendance expectations have not been met;
- missed lab or skills requirements have not been remediated;
- required documentation or compliance items are incomplete;
- the student demonstrates repeated lateness, absence, or unreliable communication;
- the student does not meet professional or safety expectations;
- the practicum site cannot accommodate missed time or make-up shifts.

14. Documentation

Golden Career College will maintain attendance records and may keep copies of attendance warnings, review notes, recovery plans, student communications, supporting documentation, and related decisions in the student file.

Students are encouraged to keep copies of any notices, recovery plans, or written communication provided by the College.

15. Questions or Concerns

Students who have questions or concerns about their attendance record should speak with their instructor or a Golden Career College representative as soon as possible.

Students are encouraged to communicate early if they are experiencing challenges that may affect attendance. Golden Career College will review concerns fairly and may provide support where appropriate, while also maintaining program standards, safety expectations, and compliance requirements.