

Attendance Policy

Classification:	Training Centre Policy
Responsible Authority:	Andrew Lowry Title: Training Coordinator
Executive Sponsor:	Andrew Lowry
Approval Authority:	Local 1946 Executive Committee
Date First Approved:	2025-03-05
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Date to Complete Mandatory Review:	

PURPOSE

Students at UBC Training Centres are expected to attend all classes and scheduled activities. Regular attendance is crucial for success in our programs and prepares students for the expectations of the professional world. Adhering to this policy will contribute to students' academic and professional growth.

SCOPE

This policy applies to all students taking any program or course at a UBC Training Centre.

POLICY

Course Attendance

1. UBC Training Centres value regular attendance as integral to successful learning and professional development. Students are expected to attend all scheduled classes and activities in their entirety, punctually. However, we understand that emergencies and unforeseen circumstances may arise; therefore, our attendance policy allows students to miss up to a **maximum of 8% of** scheduled class hours for any reason including but not limited to illness, personal emergencies or other unforeseen circumstances.
2. Exceeding the 8% limit will result in academic penalties and/or expulsion from the program.
3. Attendance will be recorded for each class session. Absences and instances of tardiness will be documented and reviewed.
4. Students must make up for missed work and seek assistance to stay on track with their studies.
5. Students are expected to pay full attention during class and actively participate in all learning activities. This includes engaging with instructors and fellow students, taking part in discussions and completing all assigned tasks and exercises.
6. The use of mobile phones or other electronic devices not related to the course content is strictly prohibited during class. Phones should be turned off or set to silent mode and kept out of sight

to avoid distractions. Exceptions to this rule must be approved by the instructor or relevant training centre staff in advance.

Failure to be on time or present beyond the beforementioned situations may result in disciplinary actions as outlined in the *Disciplinary Action Policy*. Please see the *Disciplinary Action Policy* for more information.

Test Attendance

1. Barring extraordinary circumstances, if a student misses any final tests/ exams, they will be dismissed immediately and must repeat the course. This decision will be at the discretion of the Local Apprenticeship Committee or the applicable UBC Training Centre's Training Coordinator.

Notification of Lates and Absences

1. It is the student's responsibility to communicate any absences or tardiness to their instructor or Training Coordinator. Students are expected to notify their instructor and or Training Coordinator in a timely manner, preferably no later than 1 hour before the scheduled class time. This allows instructors to plan accordingly and minimize disruptions to the learning environment. Late notifications should be avoided to maintain the integrity of classroom activities and discussions.

PROCEDURE

Action	Responsibility
1. Record Attendance Attendance for each class session will be recorded by the instructor.	Instructor
2. Review & Identify Attendance records will be reviewed to monitor compliance with the attendance policy. Trends of patterns in attendance will be identified to address any potential issues early.	Training Coordinator
3. Consequences Please see the disciplinary action policy for failure to abide by the attendance policy.	Training Coordinator

RELATED POLICIES

Disciplinary Action Policy
Student Code of Conduct