

Attendance Policy

STUDENT ATTENDANCE

Pures College of Technology is committed to providing excellent quality education to our students. To assist the students and maximize their learning opportunities, the College are expecting them to attend each meeting of their registered course. Regular attendance facilitates student success. The Attendance Policy provides guidelines for the students to understand what is expected from the College.

SCOPE

This document establishes guidelines and principles for attendance that apply to all Pures College of Technology students. This includes both in-person and online delivery.

POLICY

Full attendance is strongly recommended in all courses, which includes classes, labs, and tutorials. Students are responsible for any missed evaluations assigned to students. Any missed assignments, quizzes, tests, examinations, projects, or presentations could result in a deduction of marks. However, the College acknowledges unforeseen circumstances that may cause students to miss a class occasionally. The College has taken into consideration this regard when establishing the policy.

Students should notify their course instructor, in advance, if they are unable to attend any lessons, labs, or tutorials. If they are going to miss any evaluations, alternative arrangements for making up the missed work need to be discussed with the instructors beforehand. Students will need to take responsibility if the above-suggested guidelines are not fulfilled.

ATTENDANCE TRACKING GUIDELINES

1. The course outline of some classes has attendance as a component of the grading scheme. However, for the classes that do not have attendance indicated in the grading scheme in the course outline, the instructor should still track the students' attendance for immigration purposes. The grading scheme is explained by the instructors at the beginning of the semester to let the students understand what is expected in the class.
2. Instructors are going to mark all the attendance online in the Google Classroom and the record is public to the students in the class. If there are any questions or concerns regarding the record, the students are responsible to discuss with the instructors as soon as possible to avoid any forfeiture of grades at the end of the semester.
3. Attendance will be tracked by the Academic Department continuously. Reminders would be sent out to students if necessary.

MINIMUM ATTENDANCE REQUIREMENTS

1. 75% is the minimum score for the attendance requirement.
2. If the students fail to meet the minimum attendance requirement, a warning would be given to the students from the Academic Department to remind the students to be aware of their attendance rates. Instructors are not required to notify the students verbally or in any written form of communication.
3. It is the responsibility of the students to keep track of the number of their absences.

COMPASSIONATE REASONS for ABSENCE

Students are allowed to apply for absence for compassionate reasons. They need to provide proof of their request. However, there is no guarantee that the request will be approved. The College reserves the right to consider and approve the application of absence on a case-by-case basis.

If a student is absent due to illness, a legitimate doctor's note needs to be submitted along with the application of absence. The documents submitted by the student would only be kept for the duration of the student's studies and they will be kept only in the students' files.

LATENESS and LEAVING CLASS EARLY

Students need to notify the instructor if they are late for the class. Instructors could consider marking the students absent if the students are late for over 30 minutes of the lesson, without strong reasons for the lateness. If the students need to leave the class early than the scheduled class time, it is the student's responsibility to notify the instructor in advance. Leaving the class early without proper notice to the instructor and without any permission from the instructor could lead to the forfeiture of marks in attendance.