

Canadian Institute of Natural Health and Healing

**Attendance Policy**

February 2000

Name of Policy

Implementation Date

Attendance Policy

**Senior Education Administrator**

August 16, 2010

Position(s) Responsible for Administering this Policy

Date of Last Revision

**Policy:**

**Attendance** (In class)

**Individual Courses, Certificate or Diploma Programs:**

Attendance is mandatory for all students enrolled in certificate or diploma programs. For certificate or diploma students, absence is cause for dismissal and may result in cancellation of registration.

If you are going to be absent for four (4) weeks or less because of an excused reason:

- Personal illness,
- Medical treatment or a visit to the doctor,
- Death in the immediate family,
- Legal proceedings,
- Care for an ill or injured dependant or spouse

We will need a legal letter from your Doctor stating date that you can start course again.

If time will be longer than four (4) weeks, you will be dismissed from the course and regular refund rules will apply.

**Absence**

Due to the accelerated pace of the in class courses; in the event of a student having an absence for a maximum of two (2) consecutive classes, the instructor may recommend directly to the Administration Office that the student's course registration be cancelled, thereby resulting in a status to "TA" (Terminated for Unsatisfactory Attendance) being assigned for the course.

- Students must give the college a dated and signed note (will require a legal professional signature) for any missed classes stating reason.
- Students may not miss more than 4 classes in the program. CINHH has the right to; student's course registration be cancelled, thereby resulting in a status to "TA" (Terminated for Unsatisfactory Attendance) being assigned for the course.

The college will not accept unexcused absence.

An unexcused absence is an absence for any reason other than:

- ◆ Personal illness;
- ◆ Medical treatment or a visit to a doctor;

- ◆ Death in the immediate family;
- ◆ Legal proceedings;
- ◆ Care for an ill or injured dependant or spouse; or

**Attendance during the first week of classes:**

Students are required to confirm their registration in a course through attendance during the first 5 business days of the semester. Students who are unable to attend are required to contact the administration office before or during that time frame. Failure to do so will result in automatic de-registration from courses for which there are waitlists.

**Attendance Expectations:**

Attendance is mandatory in all courses, regular attendance is expected.

**Absence (in class)**

Regular attendance is required of all students. Absence means missing all or part of any scheduled classroom instruction or practicum placement and includes arriving late for class at commencement or following class breaks and leaving the class at any time before the end of the scheduled instructional period - it is very crucial that you attend classes.

- After missing two (2) classes it is up to the teacher to decide if you can continue any more classes or if you will have to wait until the next course and repeat. Payment would also start over. The full or part time students have four (4) classes in total of all courses that you can miss but not in the same course, or in a row.
- Classes begin at 9:00AM for the morning and 1:00 PM for the afternoon; it is the student's responsibility to make sure they are on time.

When a student has been absent on two occasions for any reason other than:

- Personal illness,
- Medical treatment or a visit to the doctor,
- Death in the immediate family,
- Legal proceedings,
- Care for an ill or injured dependant or spouse

The instructor /office administrator shall:

- Meet with the student and warn him/her that his/her training may be terminated if he/she continues to miss instructional time.
- Prepare a letter documenting the meeting and the warning issued, and requires the student to sign a copy of the letter to signify that the student has read its contents.
- If the student is inexcusably absent again, the instructor shall report the absences to the President, and provide the Office Administrator with a copy of the letter of warning.
- The administrator shall meet with the student to discuss his/her absences and the terms and conditions of any probationary period imposed.
- The President, or designate, shall inform the student, by means of a letter of probation, of the terms and conditions of probation. A copy of the letter will be sent to the instructor.

- The instructor shall monitor the student's attendance and report to the President, or designate, in writing, no later than three (3) days before the end of the probationary period, on the student's attendance with respect to the terms and conditions set down in the letter of probation.
- The termination shall be annotated on the student's permanent record by way of assigning a standing of "TA" for the course.

**Late:**

- If a student is 1 minute after the start of class it is considered a late and the student will not be allowed into class until the break and at the instructor's discretion.
- Any missed information from the class due to being late or absent is the responsibility of the student to pick up after class on your own time from fellow classmates or from the teacher of that class at a rate of \$60.00 hr. for private tutoring.
- We will not be going back over information in class due to tardiness.
- After your 3rd time of being late, you will be given a letter, stating that each time you are late you will be docked 1% for each and every time you are late, the accumulated percentage will be removed from your final grade.

**Holy Days:**

Canadian Institute of Natural Health and Healing recognizes the diversity of religious practices among its students. Canadian Institute of Natural Health and Healing will review requests from students to absent themselves from regularly scheduled classes and/or examinations on formal holy days of a recognized religion activity practiced by the requester.

Consideration of such requests will be subject to operating constraints. Students will be required to make-up missed work or other such requirements as may be deemed necessary and appropriate in granting the request.

Students shall inform their instructors on the first day of classes of the holy days on which they wish to be absent during a semester, and shall discuss possible alternative arrangements with the instructor. Instructors shall make reasonable efforts to accommodate such requests.

In some instances, consultation with the dean may be advisable. Students shall inform the administration office in writing at the time of registration of the holy days on which they wish to be absent.

**Attendance** (Distance Learning / Correspondence)

As long as all required course: homework, exams, case studies, ect. are completed or post marked by the duration date we do not need to know if you are sick.

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