

**Focus College – Institution number: 340**

## **Attendance Policy No. ST001**

**Effective: December 11, 2025**

**Revised: December 11, 2025**

### **1. The minimum attendance requirements for students are as follows:**

- a. Focus College expects students to attend all their scheduled classes, learning activities, lectures, seminars, laboratories, tutorials, and any other instructional sessions associated with their program.
- b. Attendance and participation expectations apply to all modes of delivery offered by Focus College, including on-campus classes, online learning: synchronous or asynchronous distance learning formats.
- c. Students are responsible for managing their own attendance and ensuring consistent participation in every course.
- d. International students enrolled in programs with blended in-person and online learning delivery are expected to be in attendance no less than 50% in-person for the program duration.

### **2. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:**

- a. Should a student not attend a class where an assessment is being conducted, they will not receive marks for that assessment and will not be entitled to a re-write or be provided an extension, except where the absence is due to reasons beyond their control (e.g., medical reasons, emergencies, transit system issues, etc.). Please refer to Focus College Attendance Procedure ST001-A.



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b. Students who are absent for a prolonged period without authorization may be dismissed. Please refer to Focus College Dismissal policy [Dismissal-Policy.pdf](#)

c. Students who are absent from class or an academic activity, the instructor, subject to their discretion, may extend the deadline for any submissions or offer alternative arrangements for missed assessments.

## 2.1 International Students

a. International students are required to fulfill attendance requirements as per their study visa parameters; failure to meet the attendance requirements may result in the failure of the course or program and put the validity of their Canadian study permit at risk.

b. **Re-take of Course(s):** If a student's in-person overall semester attendance for the program falls below 50%, they will be required to retake all the courses where their attendance falls below 50% in the applicable semester. Retake fees will apply.

c. **Ineligibility for Re-Examination:** Students falling short of 50% physical attendance will not qualify for re-examinations, regardless of their academic performance, unless officially authorized- Attendance Procedure No. ST001-A, sub-section 1 (b).

d. **In-Person Exams:** All International students must attend all assignments requiring presence on campus, as well as midterm and final exams in person at their designated campus or location. Failure to do so will result in an automatic failure of the exam.

i) Students with severe mobility issues or a contagious disease can take their exams online if they have received prior official approval from their instructor and the Director of Academic Administration.



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- ii) ii) The college may charge a student a fee of \$250 per exam for one course (3-credit) if their exam is arranged at a place other than Focus College.



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**Focus College – Institution number: 340**

**Attendance Procedure No. ST001-A**

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**1. Procedure for student absence is as follows:**

- a. Students should inform their instructor or Student Services representative via email or MS Teams as soon as they know they will miss a scheduled class or academic activity.
- b. If a student anticipates a planned absence from classes, they are to notify their instructor or a Student Services representative ahead of the absence. Alternative learning opportunities or the rescheduling of assessments, such as exams or assignments, can be put in place with reasonable notification from the student, as related to Attendance Policy ST001, sub-section 2 (c).
- c. Should the absence be an unanticipated emergency, the student will need to connect with their instructor or Student Services representative as soon as possible or when able to, to ensure Focus College is aware and can set up supports, leaves of absence, or alternative assessments for a student’s continued enrolment and success in the course or program.
- d. Should the absence extend beyond one class (five days or more), students must provide a rationale as evidence to avoid academic penalties and to ensure academic supports or a leave of absence is put in place to ensure ongoing “in good standing” with Focus College



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## 2. Procedure for requesting alternative online attendance:

- a. Students having genuine health issues or travelling within the country or abroad due to emergencies, should reach out to a Student Service representative to gain approval to attend the class online from the Director of Academic Administration.
- b. The following online examination parameters are required (if applicable):
  - i) Students must share their screen during the exam
  - ii) Students must conclude and submit the exam during the time allocated for the online exam.



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