



POLICY: **Attendance**
Design: **Director of Education**
Approval: **Executive Director**
Date: **31/ January/ 2008**

Students are required to attend a minimum of 90% of the sessions offered in a course in order to successfully complete a course and receive a “pass” grade for that course. Should a student be absent for more than 10% of the sessions, he/she will receive an “incomplete” grade and credit will not be granted.

Exceptions may be made in cases where the Intern Training Coordinator, in consultation with the course leader(s), believes the student has met the learning objectives of the course. In this case the Intern Training Coordinator will assign a ‘pass’ grade. Such exceptions are rare and made only under unusual circumstances.

If, in the judgment of the course leader(s) the student has missed enough of the course that they are unable to keep up with the class, they will be asked to withdraw at that point, and will receive an “incomplete” grade. If the student is required to leave the course before completion of 90% of the sessions due to breach of the terms of the policy on discipline (see “Student Disciplinary and Dismissal Policy”) they will receive either an “incomplete” or an “unsatisfactory” grade.

If the student receives an “incomplete” or “unsatisfactory” grade for a required course that makes up part of his/her current Program of Study, he/she will need to repeat the course and receive a “pass” grade in order to complete the Program.