

# BCA ATTENDANCE POLICY FOR BCS STUDENTS

## PURPOSES

This policy is intended to govern all cases of BCS-enrolled students taking one or more classes at BCA.

While allowing for necessary flexibility for their college program, we expect these students to attend all classes possible. We recognize that any absenteeism hinders students from receiving maximum benefit from their studies.

Such students are expected to be full participants in the class and fulfill all assignments and test expectations.

Students over 18 years of age, who have been out of secondary school for a year, have the option of challenging the departmental exam in a subject as an adult student. However, if a student registers at BCA, he/she is expected to abide by our academic policies.

## PROCESS

All such students must register with the Vice-Principal in advance, where possible. Generally, no registration or class changes are allowed one week after past college registration.

Students must sign a contract saying that they understand and accept the terms and expectations of enrollment.

Any aberration or adjustment must be cleared in writing well in advance (preferably as part of the original contract) and authorized by the Vice-Principal and the teacher involved.

Such aberrations might include having to arrive or leave class early due to a college class, adjustment of exam schedule, etc. Please remember that these absences are included in the total number.

Any difficulties that arise should be referred as quickly as possible to the Vice-Principal for solution.

All BCA attendance and academic policies apply.

## CONTRACT

Student Name: \_\_\_\_\_

Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

Special Considerations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I understand and accept the terms of this policy, and the expectations of the course.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We accept the terms of this policy, and the expectations of the course.

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Vice-Principal: \_\_\_\_\_ Date: \_\_\_\_\_

