



Students Attendance Policy

Title:	Student Attendance Policy
Date:	January 7, 2019
Applicable To:	CNIB Students

The Canadian National Institute of Business strongly asserts that good attendance influences the academic and overall student success. Students are expected to attend classes as scheduled.

Minimum Attendance Requirements

A minimum attendance of 80% of the scheduled classes is expected. For example, in 20 hours scheduled course, attendance of 16 hours is expected as minimum, hence 4 hours are the maximum number of hours that are allowed absences.

Consequences of not meeting attendance requirements

Any student who reaches the maximum absence cannot write the final exam and/or participate in the final project. Exceptions may be made for special and/or compelling circumstances. Absences for medical and emergency reasons are considered “excused” absences if student provides evidence of the reason.

Absence reporting process

Student must report the absence to the College Administrator and/or Course Instructor by contacting the Institute via telephone or email. Appropriate contact details for this reporting are provided during the orientation.

Special leave requests

Any breaks or required leaves that are not in accordance with the Institute’s study schedule must be reported to the Campus Manager / Director in advance. A leave application should be submitted citing the appropriate reasons and exact dates. Grant of such leave requests is not guaranteed.