



Ontario School of Commerce and Technology

211 Watline Ave, Unit 205, Mississauga, ON L4Z 1P3

<https://osoca.ca>

Student Attendance Policy

Scope and Purpose

This document set out the attendance policy and procedure at the Ontario School of Commerce and Technology (hereafter referred to as “OSOCAT” or “the College”) for receiving, reviewing, and responding to student complaints in instances where no other appropriate policy and procedure address the concern of the grieved party. All the enrolled students, at OSOCAT, in any course or program by the College, and even the former students, when the alleged incident(s), has been occurred and warranted a complaint.

Policy and procedure

Ontario School of Commerce and Technology – OSOCAT has established the standards of scholastic progress to foster student success, considering these standards as valid indicators of successful progress toward graduation. Given the condensed learning format, every moment of class time is crucial and is therefore scheduled. In alignment with the commitment to student success, this policy outlines the expectations for attendance.

Attendance policy applies to all students, employees, volunteers, and contractors. However, the Ontario School of Commerce and Technology – OSOCAT encourages all students to attend scheduled learning activities to support their progression toward graduation.

- Encouraging Attendance: In compliance with regulating bodies, the Ontario School of Commerce and Technology – OSOCAT encourages regular attendance as integral to program completion.
- Responsibility for Missed Classes: Students Scheduled for classes must attend each scheduled class and are responsible for fulfilling course requirements missed during absences.
- Notification of Absence: Students must notify the College of absences.
- Attendance Monitoring: The Campus Administrative Assistant will run daily attendance reports for all classes.
- Contacting Absent Students: OSOCAT will attempt to contact students to assess reasons for absences.
- Absence Engagement Protocol: OSOCAT will establish an escalating engagement protocol based on days absent.
- Medical Documentation: Students with medical documentation must return by the 15th day of absence or be withdrawn.
- Refunds: If a refund is required, the College has 30 days to submit it to the funding body.
- Academic Probation: Students missing five consecutive days may be placed on Academic Probation and must develop a Student Success Plan upon return.



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- Further Absences During Probation: Students on Academic Probation missing another five consecutive days may be withdrawn at the discretion of the Campus Director/Remote Education Director.
- Course Repetition: Students missing more than 40% of a course must repeat it.
- Expulsion: Repeated failures to attend or maintain academic progression may result in expulsion.
- Documentation for Absences: Students missing five or ten consecutive days must provide valid documentation. Failure to do so will result in withdrawal and potential expulsion.
- Documentation: Valid documents must be entered into the student file.
- Re-starting Program: Students absent for valid reasons beyond their control may apply to re-start their program.
- Course Miss and Marks: Students with valid documentation missing a course will receive a mark of "0" unless they miss 40% (ON/NB) or 10% (NS) of their program or receive four failures.
- Valid reasons: Illness, family emergency, child-care issues, care of elderly or infirm relatives, family breakdown, and homelessness.
- Invalid reasons: Holiday booked, wedding planned, booked surgery, or pregnancy.
- Orientation and Onboarding: Attendance rules and regulations will be explained during student orientation.
- Internship Attendance: Students must attend all scheduled internship hours.
- Termination for Absences: Missing internship time may result in termination.
- Internship Timesheets: Timesheets must be submitted from Every Monday at noon.

In case of any questions regarding this policy or attendance related concern, please contact at admin@soscat.ca.

1. Reference

[Accessibility for Ontarians with Disabilities](#)

[Act Occupational Health and Safety Act](#)

[Ontario Human Rights Code](#)

[Personal Information Protection and Electronic Documents Act \(PIPEDA\), 2000](#)

[Ontario Career Colleges Act, 2005, S.O. 2005, c. 28, Sched. L](#)

[Ontario Career Colleges Act, 2005, - O. Reg. 415/06: GENERAL](#)

[Ontario Career Colleges Act, 2005, - O. Reg. 414/06: TRAINING COMPLETION
ASSURANCE FUND AND OTHER FINANCIAL MATTERS](#)

The development of this policy and procedure is defined and refined on the similar policies and procedures developed by Ontario Colleges of Applied Arts and Technology and Ontario registered career colleges.