



ATTENDANCE POLICY FOR OKANAGAN COLLEGE CULINARY AND PASTRY ARTS PROGRAMS

Regular attendance in all portions of the curriculum is essential to success in the Food, Wine & Tourism programs at Okanagan College. Students attend these programs to develop skills that will assist them in attaining and maintaining employment. These skills not only include technical skills, but also attendance skills. Absenteeism from class is also a safety concern as students must be in attendance to receive training on tools, equipment, and procedures.

The College reserves the right to terminate training for the following causes. **a. Illness or Incapacity b. Misconduct c. Unsatisfactory Performance d. Unexcused Absence** [Complete details regarding these causes can also be found on the Okanagan College Calendar under Probation and Termination.]

In summary, mandatory attendance will be enforced under the following conditions.

1. Instructors will record student attendance at the scheduled start of every class. Once a student reaches a total of 3 unexcused absences, this will be reported to the Director of Food, Wine & Tourism/Dean by electronic mail.
2. Students who arrive late or leave early without the instructor's approval will be considered absent from the entire class. This will be recorded as an unexcused absence.
3. Once 3 absences have been recorded the Director of Food, Wine & Tourism/Dean will meet with the student and discuss the situation. A letter of probation will be placed in the students records and any further absences may result in termination from the program.
4. The Director will be responsible for initiating all Termination paperwork. Students may appeal a Termination to the Dean of the Okanagan School of Business.

I have read the Okanagan College Attendance Policy for the Culinary and Pastry Arts programs.
I understand the policy and agree to comply with the guidelines.

Signature

Print Name

OC Student ID#

Date