

<b>Procedure Title:</b>	Real Estate Education Program Attendance Requirements
<b>Procedure ID:</b>	#OP 2-205B
<b>Manual Classification:</b>	Academic Affairs
<b>Linked to Policy:</b>	2-205 Class Absence
<b>Approved by Senior Management Team (SMT):</b>	June 18, 2025
<b>Effective Date:</b>	July 1, 2025
<b>Next Review Date:</b>	July 1, 2028
<b>Contact for Procedure Interpretation:</b>	Executive Vice President, Academic Experience

## **1.0 – Purpose**

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This procedure lays out the requirements for learner participation in the synchronous components of the Real Estate Education programs.

## **2.0 – Definitions and Acronyms**

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**Absence:** A learner not attending a scheduled session in their program of study. This can include a lecture, lab, practical assessment, etc. It also includes both in person and online, synchronous and asynchronous content where a learner is required to attend.

**Attendance:** A learner being present, in person or digitally, of a learning component.

**Synchronous Components:** learning components that take place at a scheduled time

## **3.0 – Guiding Principles**

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This procedure is guided by the requirements laid out by RECO for learners completing Real Estate Education programs.

## **4.0 – Scope**

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This policy applies only to Real Estate Education programs and courses. It does not apply to any other program or course offered by Fleming College.

## **5.0 – Operating Procedure**

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### **5.1 – Attendance Requirements**

Learners are required to attend and participate in all mandatory synchronous components of their programs as laid out in the course outline. Learners identity will be verified to confirm their attendance.

If attendance is below 100%, a learner will automatically be given an Incomplete (INC) designation and be required to retake the entire synchronous component.

The cancellation policy for synchronous components is detailed in Policy 2-204 Class Cancellation/Faculty Absenteeism.

#### **6.0 – Related Documents**

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- 2-205 Class Absence Operating Procedure
- 2-204 Class Cancellation/Faculty Absenteeism

#### **7.0 – History of Amendments & Reviews**

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<b>Date Approved</b>	<b>Approved By</b>	<b>List of Approved Amendments / Review</b>
June 18, 2025	SMT	NEW