**HLLN attendance policy and process**

Revised - March 23, 2022

Addendum – INTERNAL ONLY

**Policy**

At any time, a student can transfer to another program session following current HLLN policies which may mean incurring full program cost.

Issue:

* Learners who have missed attending classes/sessions
* Providing options without financial implications for learners, can place a major hardship on HLLN financially and operationally

Definitions

* Full on campus day = 7.5 hours
* A Session is equivalent to a max of 3 hours live online learning
* Two (2) sessions are equivalent to one full day at 7.5 hours

No penalty for up to one full session missed (3 hours). If more than one session is missed, refer to HLLN attendance and options policy.