

Maple STC - Attendance Policy

At Maple STC, while our programs are 100% online and self-paced, we emphasize consistent student engagement and steady progress as part of our commitment to quality learning outcomes.

1. Definition of Attendance

In a self-paced online program, *attendance* refers to a student's **active participation and engagement** with the learning platform and course materials, rather than physical presence.

2. Engagement Expectations

- Students are expected to log into the learning platform **regularly** (at least once per week).
- Students should actively engage with video lessons, readings, assignments, and quizzes in each module.
- Students are encouraged to participate in any available discussion forums or platform-based communication channels.

3. Progress Monitoring

- Progress will be monitored through system tracking tools that record login activity, module completion, and assignment submissions.
- Students who show **no activity for more than 14 consecutive days** may be contacted by their assigned coordinator to check in and offer support.

4. Assignment & Assessment Participation

- While learners can move at their own pace, they are expected to **complete all required assessments** by the suggested deadlines provided in the course outline.
- Consistent delays or lack of participation in assessments may affect course completion status.

5. Communication Requirement

- Students must respond to messages or check-ins from coordinators or instructors within **5 working days**.
- Regular communication is important for academic support and for resolving potential issues during the course.

6. Inactivity Consequences

- Prolonged inactivity without communication (over **30 days**) may result in temporary account suspension or withdrawal from the course, in line with Maple STC's academic engagement policies.

Note: Since the program is self-paced, flexibility is provided to accommodate personal schedules. For any questions or challenges, students are advised to contact their coordinator or email management@maplestc.com.