

Policy Name	LEARNER ATTENDANCE		
Policy #	103	Category	ACADEMICS
Steward	VP, ACADEMICS	Date Approved	JULY 1, 2023
Next Review Date		Date Reviewed or Revised	

POLICY

The College believes that learner success benefits from consistent and engaged attendance in all class activities face-to-face and online. Attending programming allows for learners to access content, support, and learner services in a seamless manner. The College also recognizes that, as adults, learners may have commitments that will occasionally keep them away from classes. All Post-secondary learners are under the expectations of their program credit-granter's attendance policy and expectations. Non-compliance of the credit granter attendance policy may result in disciplinary action.

The purpose of this policy is to encourage attendance. The College believes that good attendance and punctuality are valued learner and employee skills. Attendance and punctuality may be identified as a program or course requirement.

PRINCIPLES

1. Learners have the ability to monitor their own attendance in programs that do not have a credit-granter attendance policy/expectation.
2. Where there is no course or program attendance requirement, and the learner is not progressing satisfactorily, the learner will be subject to the academic policy of the College or credit-granting institution.

DEFINITIONS

LMS is a learning management system that holds course content, learner grades, and attendance in an online environment.

PROCEDURES

Where attendance requirements are identified for the course or the program by the College or credit-granting institution:

1. Instructors will input learner attendance into the College LMS daily. Learners will be marked present or absent. Learners who arrive late or leave early will have their attendance marked accordingly.
2. Attendance rates will be available to the student at all times, through the LMS.
3. Where the attendance policy has been breached, the following disciplinary steps may be followed under the direction of the Program Chair/Head – each progressive step will be followed for additional infractions. The steps are as follows:
 - 3.1 The program team, instructor, advisor, and/or coordinator will reach out to the student to identify their concern. Learners will receive a letter of concern.
 - 3.2 The learner will receive a letter of probation.
 - 3.3 The learner will receive a letter of discontinuation.
4. If a probationary term is required, once the term is completed, the learner will return to the letter of concern stage.
5. A learner may only be placed on probation two times in an academic year, a third requirement will result in discontinuation.

Where there is no attendance requirement for the program:

1. Instructors will input learner attendance into the College LMS daily. Learners will be marked present or absent. Learners who arrive late or leave early will have their attendance marked accordingly.
2. Attendance rates will be available to learners at all times, through the LMS.
3. If an academic concern is identified that is linked to learner attendance, the instructor will refer to the academic policy, which can initiate an attendance requirement.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- Suncrest College Learner Academic Policy
- Suncrest College Learner Discontinuation Policy
- Suncrest College Learner Appeal Policy and Procedures
- Sask. Polytechnic Academic Policy - [Academic Progress](#)
- U of R Attendance, Evaluation, Discipline, and Appeals - [policy](#)
- U of S Student Discipline Policy - [policy](#)
- Lakeland College Student Policy Handbook - [Handbook](#)
- Conestoga College Academic Policies - [Policies | Conestoga College](#)