



POLICY STATEMENT

Northlands College believes that student success benefits significantly from consistent and engaged attendance in all class activities, whether face-to-face or online. Attending classes allows students seamless access to content, academic support, and student services supports. The College also recognizes that, as adults, students may have external commitments that will occasionally prevent them from attending classes.

PURPOSE

The purpose of this policy is to encourage consistent attendance. Northlands College believes that attendance is essential to student success. This policy outlines a consistent framework for managing and addressing student attendance, ensuring that students can access the full benefits of their education in a structured learning environment

GUIDING PRINCIPLES

1. **Student Success and Engagement:** Attendance expectations exist to support learning, academic progress, and access to instructional and student services. Consistent participation supports student success and enables timely supports
2. **Respectful, People-First Approach:** The policy recognizes the complex realities of adult students. Attendance concerns are addressed with empathy, flexibility, and a commitment to reducing barriers rather than defaulting to punitive measures.
3. **Clarity, Fairness, and Shared Responsibility:** Expectations for attendance are transparent, consistently applied, and communicated clearly. Students are responsible for monitoring their attendance and communicating proactively, while staff ensure fair and equitable implementation.

SCOPE

This policy applies to all students enrolled in programs or courses at Northlands College, whether delivered in person or online. For students enrolled in programs where Northlands College is not the Credit-Granting Institution, the policies and procedures of the Credit-Granting Institution may apply. If those policies and procedures apply and there is a conflict, they take precedence over this policy.

DEFINITIONS

Absence: Failure to attend a scheduled class, lab, placement, or other required learning activity, whether delivered in person or online.

Attendance record: The College's record of a student's attendance in a course or program, as maintained by the instructor and/or Program Coordinator.

Consecutive class days: Scheduled instructional days for a course or program that occur one after another.

Credit-Granting Institution: The external institution or organization responsible for awarding academic credit or credentials.



Program attendance threshold: The minimum attendance requirement established for a specific program or by the applicable Credit-Granting Institution, as communicated to students at the start of the program.

Program exit: Exit from a program, including removal from classes and/or withdrawal from studies, in accordance with applicable College policies and procedures.

Student: A person enrolled or attending a program through Northlands College

POLICY ELEMENTS

1. Northlands College expects and encourages consistent and engaged attendance in all required class and learning activities.
2. Students are responsible for meeting the attendance requirements of their program or course of study.
3. At the start of a course or program, the College will provide students with written, program-specific attendance expectations.
4. The College will record attendance for all programs or learning activities where attendance requirements apply.
5. Students are expected to notify their instructor as soon as possible when they will be absent.
6. Attendance records will be made available to students upon request, subject to applicable College procedures.
7. Attendance information may be shared with the applicable Credit-Granting Institution and reported to applicable sponsors, in accordance with program requirements and applicable privacy obligations.
8. Students who fall below the program attendance threshold will be managed in accordance with the applicable College procedures or Credit-Granting Institution requirements.
9. If an academic concern is identified and linked to attendance, the instructor may refer the student to the applicable College procedures.
10. Lateness is not recorded for attendance purposes. Expectations regarding timeliness will be communicated by the instructor. Patterns of late arrival that negatively affect the learning environment or a student's academic progress may be addressed through applicable College policies and procedures.
11. If a student is absent for three consecutive class days without contacting their instructor, the student will be flagged for follow-up. Continued non-attendance or lack of academic progress may result in Program Exit in accordance with applicable College policy and will be addressed in accordance with the accompanying procedures.
12. A student who accumulates ten days of absence within a calendar month may be exited from the program, in accordance with applicable College procedures or Credit-Granting Institution requirements.



13. In determining the appropriate action under this policy or related procedures, the College will consider the student's academic progress and performance.
14. Failure to meet a program's attendance requirements may result in action by the College, up to and including required program exit.

RELATED POLICIES

- Student Academic Code of Conduct (Policy 404)
- Student Fit for Learning (Policy 414)
- Program Exit (Policy 303)
- Student Appeals (Policy 304)

AUTHORITY

Authority for instructional application of this policy is vested in the Office of the Vice-President responsible for Academic programs

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