



POLICY STATEMENT

Northlands College emphasizes the importance of consistent attendance for learner success in both face-to-face and online class activities. The College recognizes the value of attendance in accessing content, support, and services seamlessly. This policy aims to encourage attendance as a key factor in academic achievement.

PURPOSE:

The purpose of this policy is to promote good attendance and punctuality as essential learner and employee skills. It establishes guidelines for monitoring attendance, addressing non-compliance, and integrating attendance requirements into program or course expectations.

GUIDING PRINCIPLES:

1. **Self-Monitoring:** Learners have the responsibility to track their attendance in programs without specific credit-granter policies.
2. **Academic Progress:** In the absence of attendance requirements, learners not progressing satisfactorily will be subject to the college's academic policies or those of the credit-granting institution.

SCOPE:

This policy applies to all post-secondary learners at Northlands College, aligning with program-specific attendance expectations set by credit-granters. It outlines procedures for tracking attendance, addressing breaches, and implementing disciplinary actions when necessary.

POLICY:

1. **Attendance Tracking:**
 - Instructors will record daily attendance in the College's Learning Management System (LMS), marking learners as present or absent.
 - Attendance rates will be available to the student at all times, through the LMS.
 - Late arrivals or early departures will be noted accordingly.
2. **Disciplinary Steps:**
 - Non-compliance with attendance policies may lead to disciplinary actions under the guidance of the Academic directors. The following disciplinary steps may be followed under the direction of the Academic director— each progressive step will be followed for additional infractions. The steps are as follows:
 - 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.



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- The learner will receive a letter of probation.
- The learner will receive a letter of discontinuation.

3. Probationary Terms:

- Learners placed on probation must complete specified terms before returning to regular status.
- Multiple probation instances within an academic year may lead to discontinuation.

RELATED NORTHLANDS COLLEGE POLICIES AND LINKS:

- Northlands College Learner Assessment Policy (409)
- Northlands College Learner Discontinuation Policy (410)
- Northlands College Learner Appeal Policy and Procedures (413)
- Sask. Polytechnic Academic Policy - [Academic Progress](#)
- U of R Attendance, Evaluation, Discipline, and Appeals Policy - [Policy](#)
- U of S Student Discipline Policy - [Policy](#)

DEFINITIONS:

LMS

Learning Management System storing course content, grades, and attendance online.

Learner Attendance

Monitoring learners' presence in classes through LMS records.

AUTHORITY

The implementation and oversight of this Attendance Policy #412 are under the Vice-President of Learning at Northlands College.

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