

5.9.2 – Student Attendance Policy

Section:	Academic	Approved:	February 1, 2024
Subject:	Student Attendance	Reviewed:	September 1, 2025
Policy:	5.9.2	Revised:	September 1, 2025
Policy Owner:	Directors – Academic	Next Review:	September 1, 2026
Approval Authority:	President and CEO		

Policy Statement

Carlton Trail College recognizes the importance of attendance in fostering a conducive learning environment and promoting learner success. This policy aims to establish clear guidelines regarding attendance expectations for all enrolled learners.

Purpose

Students at Carlton Trail College are responsible for attendance, punctuality, and facilitating a positive and productive learning environment. The College believes that good attendance and punctuality represent essential learner and employability skills. Carlton Trail College emphasizes the importance of regular and active participation in both in-person and online class activities to enhance student success. Active engagement in course work and the collaborative exchange among learners enhances the learning experiences and can significantly impact grades.

Post-secondary students may be bound by the attendance policy and expectations set forth by the entity granting their academic credits. Attendance requirements may vary from program to program, along with the consequences for non-compliance. Failure to adhere to the attendance policy of the College or the credit-granting institution may lead to disciplinary measures.

Scope

This policy applies to all students enrolled in programs at Carlton Trail College, including those taking courses in-person, online, or through blended delivery methods. It covers expectations for regular attendance, punctuality, and active participation in all learning activities. Students are also expected to comply with any additional attendance requirements established by the credit-granting institution associated with their program. Non-compliance with this policy may result in academic or disciplinary consequences in accordance with College or credit-granting institution procedures.