

## 5.9.2 – Student Attendance Policy

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

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### 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.

## 5.9.2 (a) – Student Attendance Procedure

<b>Section:</b>	Academic	<b>Approved:</b>	February 1, 2024
<b>Subject:</b>	Student Attendance	<b>Reviewed:</b>	September 1, 2025
<b>Procedure:</b>	5.9.1 (a)	<b>Revised:</b>	September 1, 2025
<b>Procedure Owner:</b>	Directors – Academic	<b>Next Review:</b>	September 1, 2026
<b>Approval Authority:</b>	President and CEO		

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### Procedure

At the outset of their program, students will receive detailed information regarding attendance and punctuality expectations, as well as the procedure for reporting and documenting absences. Attendance standards may differ between programs and the repercussions for failing to meet these standards may also vary accordingly.

- Students must report absences to the instructor or other person designated by the program for this purpose.
- Instructors will record learner attendance daily. Students will be marked present or absent. Students who arrive late or leave early will have their attendance marked accordingly.
- Students may request their attendance records, which will be provided to them.
- Where the attendance policy has been breached, the College will address the issue with you using the performance improvement process:
  1. **Identification of Concern:** Instructor or program staff identifies a concern.
  2. **Initial Discussion and Support:** A conversation is held to discuss the concern and work toward a resolution. A Student Learning Contract may be issued and will outline specific expectations and support strategies.
  3. **Written Notification and Action Plan:** Unresolved issues will result in written notice and the development of a plan of action.
  4. **Continued Concerns:** May result in discontinuation from the program.

### Links to Other Related Documents

Carlton Trail College

[6.17 Learner Conduct Non-Academic Policy](#)

[6.16 Learner Conduct Academic Policy](#)

[6.20 Learner Discontinuation Policy](#)

[Carlton Trail College Learner Handbook](#)

[Carlton Trail College International Learner Guide](#)