

C.07 Attendance

Academic Matters

Nunavut Arctic College

Nunavut Arctic College Attendance

POLICY

Nunavut Arctic College requires students to attend class.

PRINCIPLES

1. Nunavut Arctic College Programs are delivered so as to model workplace requirements.
2. Nunavut Arctic College recognizes that registration in each course presumes a contractual agreement to the terms of the course as stated in the course outline and syllabus.
3. Nunavut Arctic College believes that attendance is directly related to success in learning.

PROCEDURE

1. The student will take responsibility for his/her own decisions related to his/her attendance.
2. The student will take responsibility to abide by the attendance expectations of his/her sponsoring agency.
3. A student who is absent from a class session for any reason will assume the responsibility to complete class work. The student will obtain information and materials presented in the class during his/her absence.
4. Attendance of all students will be recorded by the Instructor and submitted to the Registrar or designate. The record of sponsored students will be forwarded to the sponsoring agency if required.
5. At the instructor's discretion a warning letter may be given to the student prior to the student missing 10% of the required course time.
6. After a student misses 10% of the required course time, which may be prorated term by term, as stated in the course outline and syllabus, the student and the instructor will meet to prepare an attendance contract. Options, which may include withdrawal or dismissal, will be discussed in order to aid the student in his/her decision making. A meeting with Student Services may be recommended.
7. A copy of the signed contract will be given to the student, Program Manager, Registrar, and if applicable, to the sponsoring agency. (See Appendix C.07).

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8. If the student does not meet with the instructor to prepare and sign an attendance contract, the conditions, as outlined in the course outline, will be considered to have been breached and the student will be dismissed. The student may apply for re-entry to the Program after one semester.
9. A student who has been dismissed may appeal the decision. (See C.24). A copy of the appeals procedure will be attached to the student's notice of dismissal. The decision of the appeal will be final.
10. A designation of Fail [F] (see C.22) will be entered on the student's transcript.

WARNING LETTER WITH CONTRACT

Date:
STUDENT NAME:
PROGRAM:

Re: **ATTENDANCE**

On _____, you received a verbal warning concerning your attendance in [_____]. At that time you indicated that you would always be late for classes. Today, [_____], you missed an entire class and half a day and did not call in sick or make other arrangements. This is unacceptable.

Attendance in this course is mandatory and falls within the policy guidelines [Policy C.07] of the College. One further unexcused absence or late will result in dismissal from [_____].

You are now placed on an Attendance Contract with the conditions and expectations as attached. All assignments must be completed to the satisfaction of the instructor and must be submitted by the required date.

Failure to sign the contract or to adhere to the conditioned of the signed contract will result in your dismissal from the course. Please regard this as your final warning.

Instructor

Senior Instructor

Date

Date

I acknowledge receiving this letter.

Student

Date

cc. Program Manager
Registrar

ATTENDANCE CONTRACT FOR _____

You have missed 4.5 days out of a possible 7 days scheduled for [_____]. As a result your have fallen behind in your class work and will need to complete the missed work in order to catch up and succeed in this course.

Accordingly, you must complete the following assignments to the required standards for this course by _____ [date].

Assignment #1:

Assignment #2:

- i.
- ii.
- iii.

If these missed assignments are not completed, to the instructor's satisfaction, by the date stated, you may be asked to withdraw from _____ [course number and title].

In addition, because of your poor attendance record, one further unexcused absence from any class will result in you being dismissed from _____ [course number and title].

Signed:

Acknowledged:

Instructor

Student

Date

Date

Step II

SAMPLE

DISMISSAL FROM COURSE

DATE:
STUDENT NAME:
PROGRAM:

Re: **ATTENDANCE**

On _____ [date] you were placed on an Attendance Contract which you were required to acknowledge and sign. Since you did not sign the Attendance Contract your behaviour is in violation of the terms of this course as stated in the official Course Outline and the Syllabus which you were given at the start of the course.

As a result, you will be dismissed from _____ [course number and title] effective immediately.

You do have the right to appeal this dismissal as outlined in NAC Policy C.24. A copy is attached for your benefit.

_____ [Instructor]

_____ [Program]

cc. Registrar

Sr. Instructor, Program

Program Manager

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APPENDIX C.07

This Agreement made the ____ day of _____, 200 __

BETWEEN:

[Name of Student]

AND

[Instructor]

[Program]

I, [Student's Name] acknowledge that my attendance has not met with Nunavut Arctic College's requirements as set out in Policy C.07, hereby agree to the following conditions in consideration for being permitted to continue in the _____ Program.

1. To not miss more than one class without the prior consent of the instructor for the remainder of the _____ Program.
- 2.

Further, I understand that in the event that I fail to fulfill any of the above conditions my instructor and/or the College may, without further notice, dismiss me from this course.

By signing this document, I acknowledge that I have read, understood and agreed to the conditions outlined.

SIGNED and WITNESSED:

Student's signature

Date

Witness' signature

Instructor's signature

Date

Witness' signature