



## **ATTENDANCE AND PERFORMANCE IN COURSES AND PROGRAMS**

**#3-19**

Approved: January 11, 2002 by: Education Council  
Effective: January 11, 2002  
Date to be Reviewed: 2004

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### **POLICY**

**Certain courses and programs are intended to enable students to develop behaviours that meet accepted workplace practice. Others require that students work extensively in groups to meet intended learning outcomes. Students in these courses or programs at North Island College are expected to attend classes regularly, be punctual and to demonstrate a satisfactory level of performance and rate of progress, individually or as a member of a team, within the time guidelines set for the course or program. Failure to meet these expectations may result in failure in the course or program.**

### **PURPOSE**

North Island College has deliberately avoided imposing broad attendance and progress requirements in an effort to encourage students to accept personal responsibility for their performance. However, the nature of some courses or programs, or the structure of the curriculum in these courses or programs, is such that a policy is required to address specific program requirements. The primary responsibility for enforcement of this policy rests with the instructor.

The following specific areas of concern are addressed by this policy:

- Students with irregular attendance;
- Students who habitually arrive late and/or leave early, or who take prolonged rest breaks;
- Students who may have satisfactory attendance but who do not demonstrate reasonable progress through the course or program; and
- Students who fail to meet their obligations as team members in courses where this is a significant requirement.

North Island College Student Conduct Policy #3-06 applies to students whose conduct disrupts the learning environment.

Any student under the sponsorship of external funding agencies must meet the requirements of that agency. North Island College assumes responsibility for complying with the reporting procedure of these agencies.

## **GUIDELINES**

### **Identification and Notification**

Departments or program areas that desire this policy to be applied will clearly communicate expectations to students through written Program Regulations. These regulations will be distributed to each student at the beginning of the course or program.

### **Attendance and Progress**

Programs will communicate within the Program Regulations clear expectations of attendance and progress. This communication will include information concerning the possible results of non-attendance, unsatisfactory progress and any other relevant information.

In consultation with Adult Special Education Faculty, students with disabilities may present circumstances which should exempt them from meeting the same attendance standards that are normally expected of other students.

### **Performance Contracts**

A student whose attendance, or progress through the course or program, is not satisfactory will be required to undertake a performance contract.

All performance contracts will be in writing and will include realistic and explicit steps which the student should take to improve attendance or performance, the length of time of the contract and the means of evaluating success or failure in meeting the terms of the contract.

The instructor may fail a student who does not meet the terms of the performance contract.

### **Re-entry to a Course or Program**

Programs will provide information within the Program Regulations concerning the conditions for re-entry into a program. This information will reference North Island College Repeating a Course Policy #3-14 and will include criteria to better enable student success upon re-entry.

### **Appeals**

As per North Island College Student Final Grade Dispute Resolution Policy #4-03.

## **Cross Reference**

See also Student Conduct Policy #3-06

See also Repeating a Course Policy #3-14

See also Instructional Accommodation and Accessible Learning Services Policy #3-17

See also Student Final Grade Dispute Resolution Policy #4-03

See also Admissions and Registration Policy #4-09