



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: LEARNER ATTENDANCE

<b>Procedure No.</b>	LS-217-PR	<b>Division</b>	Learner Services
<b>Related Policy</b>	LS-217	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	LS-202	<b>Effective Date:</b>	July 16, 2008

### PROCEDURE

If absenteeism adversely affects learner's progress and performance, the following procedures as referenced in the Learner Discipline policy SS-202, may be carried out:

- 1) Learner will receive a verbal warning from his/her instructor.
- 2) If the verbal warning does not result in improved attendance, the instructor will report the situation to the administrator responsible for the program.
- 3) A written reprimand may then be issued to the learner from the administrator responsible for the program and a copy placed in the learner's file.
- 4) If attendance is not improved, the administration responsible for the program could:
  - a) Restrict privileges. The learner would be informed in writing and a copy placed in the learner's file.
  - b) Suspend or dismiss the learner. The learner would be informed in writing and a copy placed in the learner's file.
- 5) If dismissal results, a copy of the dismissal letter must be forwarded to the Vice-President of Academic and Learner Services.

Approval History	
Approved by President	July 16, 2008
Next Review	July 2011