



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: STUDENT ATTENDANCE

Procedure No.	SS-217-PR	Division	Student Services
Supercedes	n/a	Board Policy Ref.	n/a
Related Policies	SS-217 & SS-202	Effective Date:	November 2016 (R1)

PROCEDURE

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

- 1) Student will receive a verbal warning from the 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 student from the administrator responsible for the program and a copy placed in the student's file.
- 4) If attendance is not improved, the administration responsible for the program could:
 - a) Restrict privileges. The student would be informed in writing and a copy placed in the student's file.
 - b) Suspend or dismiss the student. The student would be informed in writing and a copy placed in the student's file.
- 5) If dismissal results, a copy of the dismissal letter must be forwarded to The Senior Vice President Academic and Chief Learning Officer.

Approval History	
Approved by President	July 16, 2008
Revision 1	November 4, 2016