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**BLESSING-RIEMAN**  
*College of Nursing  
& Health Sciences*

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Owner Reta Richmond:  
ADMINISTRATIVE  
ASSISTANT  
Area Academic  
Committee

## Student Attendance

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### PURPOSE

To outline student attendance requirements and ramifications of failure to meet requirements.

### POLICY

Students are expected to attend all class and clinical sessions for which they are enrolled.

Students are dropped or withdrawn from course(s) when attendance requirements are not met.

### PROCEDURE

Class and Lab/Clinical attendance is mandated for the award of federal financial aid and is essential for patient safety and student success.

### Federal Financial Aid

The College is federally required to document student attendance for financial aid purposes.

### Drop

Students are dropped from course(s) when they have not attended class by the add/drop date and have not communicated with college faculty or administration regarding the absence.

No charges are incurred/financial aid applied when students are dropped from courses(s) by the add/drop date.

### Unofficial/Administrative Withdrawal

Students are unofficially/administratively withdrawn from course(s) when they fail to adhere to the required attendance parameters prior to the withdraw date, and have not communicated the reason for

absence with college faculty or administration.

Attendance parameters for unofficial/administrative withdrawal are outlined below:

## **On-Campus Courses**

Faculty will attempt to communicate with students after any absence.

When students have two consecutive absences without communication:

- The Registrar, assigned Academic Advisor, and Financial Aid Coordinator is notified of the absences.
- The student is unofficially/administratively withdrawn.

## **Online Courses**

Faculty will attempt to communicate with students after any absence/lack of participation per the syllabus.

When online students fail to participate or submit/complete assignments for one week without communication:

- The Registrar, assigned Academic Advisor, and the Financial Aid Coordinator, are notified of the absences/lack of participation.
- The student is unofficially/administratively withdrawn.

# **Student Success**

Course and clinical experiences are essential for satisfactory achievement of course/clinical outcomes and completion of the course.

## **Class**

Class attendance offers the most effective opportunity for students to gain command of theoretical concepts required for safe, effective care in clinical practice.

Communication requirements regarding class absences are determined by individual faculty and are provided in course syllabi.

Absent students are responsible for all information provided and class requirements/assignments turned in or completed during the missed class. Makeup of missed coursework/quizzes/exams is allowed at the discretion of the course faculty.

## **Clinical**

Clinical attendance is mandatory.

*Clinical absence* is defined as missing one clinical day per course.

- Students are required to make up clinical absences.

- Chronic absenteeism and tardiness may constitute clinical failure due to the inability of the student to meet the objectives of the course.
- Students must contact clinical faculty to determine the timing and method for the makeup of clinical experiences.

An *approved clinical absence* does not constitute a clinical absence as defined above.

The determination of the student's ability to meet clinical outcomes following an approved absence will be made on an individual basis by the clinical faculty.

Approved clinical absences are reserved for:

- Medical/Illness
- Military duty
- Bereavement
- Required presence at a mandatory court appearance
- Attendance at national, regional, or local College-sponsored events

## Approval Signatures

| Step Description           | Approver                                   | Date    |
|----------------------------|--|---------|
| Approval by College Senate | Reta Richmond:<br>ADMINISTRATIVE ASSISTANT | 04/2023 |
| Approval by Academic Chair | Joan Ruhs: ASSISTANT<br>PROFESSOR          | 04/2023 |
| Approval by Academic Chair | Lacey Petersen: ASSOCIATE<br>PROFESSOR     | 04/2023 |