

Policy Name: Student Attendance for the BScN Program  
Responsibility: Nursing Program Committee

Policy # AA-036  
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### Statement

The Student Attendance for the BScN program of Beal University Canada (“BUC” or the “University”) provides the requirements of student’s attendance in courses as well as tracking and managing absences and punctuality for the BScN program. The Nursing Program Committee will review the policy on an annual basis.

### Purpose

The purpose of this policy is to ensure a transparent, fair, equitable, and consistent approach to tracking and managing student absences and punctuality.

### Roles and Responsibilities

This policy applies to all students enrolled in the BScN program. The Nursing Faculty are responsible for the implementation of this policy. The Dean of Nursing has oversight of policy.

### Definitions

Absence: means unable to be physically present to engage in nursing practice activities related to the course.

Co-Requisite: means when two courses must be taken simultaneously (in the same mod).

Excused Absence: means unavoidable or extenuating circumstances such as personal injury or illness, or death in the immediate family. Excused absences require *written supporting documentation* (e.g., Health Provider’s note). In these circumstances, the Dean or designate will meet with the student to determine a plan for required make-up.

Laboratories: means a place where students are introduced to new competencies (skills), are expected to practice previously learned skills, and are evaluated on skills learned in the related theory course.

Mandatory: means obligatory, compulsory, morally, or legally binding.

Make-Up: refers to completion of all hours/content not completed due to absence or tardiness related to theory, laboratories, simulations, and clinical.

Tardiness: means arriving after the designated start time for any theory, lab, simulation, or clinical.

Professional Standards: means the range or benchmark of acceptable level of performance and provides a guide to the meeting competencies (knowledge, skills, attributes) required to practice safely.

## Policy

### Requirements:

- Student attendance and punctuality for **ALL** theory courses, labs, simulations, and clinical are mandatory.
- Students who miss more than an accumulation of 10% of any given course such as theory, lab, simulation, or clinical, may not be permitted to continue in the course. All faculty should report students that have missed more than 10% of any course to the Dean and to the Clinical Placement and Lab Coordinator by sending an email.
- Tardiness, arriving late after breaks and/or leaving early will be counted towards missed theory, lab, simulation, or clinical time. Students who have accumulated more than 10% of missed course time may not be permitted to continue in the course. All faculty should report students that have missed more than an accumulated 10% of any course to the Dean and to the Clinical Placement and Lab Coordinator by sending an email.
- Students will be required to make up **all missed practice** including laboratories, clinical, and simulation days, regardless of the reason.
- Students who have missed any laboratory, simulation, or clinical must consult with their Clinical Instructors to identify when the make-up time will occur.
- Students must complete all make up labs prior to attending their midterm and/or final lab evaluations. Any student that misses a scheduled make up lab should be reported immediately to the Dean and Clinical Placement and Lab Coordinator by sending an email.
- Removal from a theory course will result in immediate removal from its co-requisite laboratories simulations, and/or clinical. In such circumstances, students will meet with the Dean to discuss their succession plan in the program.
- Students who have missed **more** than 10%, who have a valid excuse, as determined by the Dean or designate, may be granted a deferral of mod work and offered accommodation pending availability of resources.
- Students may be asked to provide a letter of explanation and supporting evidence for the absence to the Dean. This may include a medical statement for absences due to medical reasons. These students may be referred for remediation.

### **Related Policies and Documents**

AA-020 Student Success Initiative Policy

AA-017 Attendance and Enrolment Policy