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Policy Name: College Attendance Policy  
Policy Number: ADM 2.08  
Title of Policy Owner: Dean of Student Services  
Approved by: Administrative Cabinet  
Effective Date: 08/01/2022  
Version: 2.0  
Policy Status: Approved

I. Policy

College Attendance Policy

II. Purpose

The purpose of the attendance policy is to define attendance for all Bon Secours Memorial College of Nursing (BSMCON) students during the fall and spring semesters and the summer session

III. Scope

All BSMCON Faculty and Students

IV. Definitions

**Attendance**-At BSMCON, attendance is defined as academic engagement which can vary depending on the delivery method or type of course.

Academic engagement can include any of the following:

- Physically attend class, recitation, practicum, simulation, or skills lab
- Submit a discussion board post
- Submit an assignment
- Take a quiz or exam
- Engage in an interactive tutorial or computer-assisted instruction
- Communication with the course instructor, either initiated by the student or as a response to the instructor, with a plan to continue academically in the course.

**Last Day of Attendance (LDA):** as determined by the Registrar and recorded in the Student Information System (SIS), is the last date of an academically-related activity in a course, such as attendance in a course; or completion and submission of a course assignment, exam, tutorial, clinical experience, skills lab or simulation experience.

V. Policy Details

**Attendance:** Attendance at BSMCON is defined as academic engagement which can vary depending on the delivery method or type of course.

Academic engagement can include any of the following:

- Physically attend class, recitation, practicum, simulation, or skills lab
- Submit a discussion board post
- Submit an assignment
- Take a quiz or exam
- Engage in an interactive tutorial or computer-assisted instruction
- Communication with the course instructor, either initiated by the student or as a response to the instructor, with a plan to continue academically in the course.

Students are considered absent (not academically engaged) in a course in any of the following situations:

- Merely logging into the Learning Management System
- Solely participating in academic counseling or advisement

**Last Day of Attendance (LDA):** as determined by the Registrar and recorded in the Student Information System (SIS), is the last date of an academically-related activity in a course, such as attendance in a course; or completion and submission of a course assignment, exam, tutorial, clinical experience, skills lab or simulation experience

**Other Relative Timeframes:**

- **First 10 Consecutive Days:** If a student is not academically engaged in the enrolled course(s) during the first 10 calendar days of the semester, the student will be dropped from the course(s) the student is not engaged in, by the Registrar
- **14 Consecutive Days:** If a student exceeds 14 consecutive calendar days of absence in a single course the student will be withdrawn from the course(s) the student is not engaged in, during the withdraw period by the Registrar
- The withdraw period begins after the end of the add/drop period and continues through the 60% point of the term. If a student withdraws during this period, they will receive a final grade of a “W”.

VI. Attachments

VII. Related Policies

NUR 3.05 Attendance and Tardiness

ADM 3.08 Add/Drop/Withdrawal from a Course

ADM 3.06 College Grading System

VIII. Disclaimers

- a. Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	11/23/2020	New template and edits	Dean of Student Services
2.0	4/26/2021	Revisions	Dean of Student Services
2.0	5/11/2022	Reviewed no changes	Dean of Student Affairs