

## Faculty of Health Guideline: ATTENDANCE

<b>TITLE:</b>	<b>ATTENDANCE</b>
<b>DATE OF REVIEW:</b>	May 20, 2022
<b>REVIEWED BY:</b>	Faculty of Health APP/Budget Committee ✓ Offices of the Vice Provost – Academic and Students <input type="checkbox"/> Faculty of Health Dean’s Office <input type="checkbox"/> Faculty of Health Curriculum Committee <input type="checkbox"/>
<b>APPROVED BY:</b>	Faculty of Health Curriculum Committee (Insert Date)

**GUIDELINE:**

1. Students are expected to attend all learning experiences; classroom, lab and clinical practice. Students are expected to complete work as assigned.
2. Refer to KPU Policy ST11, available [here](#).

**PROCEDURAL GUIDELINES:**

**1. Absence from Practice Experiences:**

- 1.1** A student who will be absent from or late for a practice experience must notify the instructor and/or the appropriate unit in the hospital/community agency, whichever is specified in the course syllabus before the experience is scheduled to begin.
- 1.2** If the absence has been due to illness or injury, the course instructor may request a medical certificate which verifies the illness and/or states that the student has recovered and is able to return to practice experiences.

A pattern of absenteeism from practice experiences may impact a student’s ability to consistently meet course outcomes, meet practice hours requirements of professional bodies, and/or impact the instructor’s ability to evaluate the student which **may result in a failing grade** for the course.

**2. Absence from Theory Classes, Labs and Examinations:**

- 2.1** Students that are unable to attend lab or theory classes as scheduled must notify their instructor prior to the beginning of class.
- 2.2** A student who will miss an examination/evaluation for any reason must notify the appropriate instructor prior to the examination. In the case of illness, a medical certificate may be required. It is the student's responsibility to contact the instructor regarding the missed evaluation. If they fail to do so a grade of "0" or Non-Mastery may be given.
- 2.3** Refer to ST11 Attendance and Participation in Courses policy and procedure