

POLICY A6 Classroom Attendance

Policy Name: Classroom Attendance
Policy Category & Number: A6
Person Responsible: Program Coordinator
Approved by: Dean
Effective Date: June 8, 2022
Version: 2.0
Policy Status: Approved

- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to take classroom attendance. Punctual and regular attendance to classroom instruction is an essential responsibility of each student.
- II. Purpose:
The purpose of this policy is to outline classroom attendance requirements.
- III. Scope:
This policy applies to all students enrolled in SOMI.
- IV. Policy Details:
Attendance is mandatory at the Radiologic Technology Welcome Session & Advising in June and Campus Connections in August.

Attendance

- A student who wishes to observe a religious holiday that will conflict with class responsibilities will follow policy as stated below.
- A student is held responsible for all material covered in class even when absent from the class.

COVID-19: students absent due to COVID-19 related exposure or quarantine, will be required to attend classes via Zoom. All other attendance requirements listed below are still applicable.

Tardiness

- Tardiness in classes will not be tolerated.

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- Classes will begin at the posted start time and students will be counted absent if not present at that time. Students that arrive late can still attend class.
- Students are expected to attend the entire class period and may be counted absent if leaving a class early. A student that misses a class or portion of a class can make an appointment with the course instructor during posted office hours (see course syllabi) in order to obtain missed information.

Tests/Exams

- A student has the opportunity for 4 make up tests (total for all enrolled courses) per semester. The 5th and all subsequent test(s) missed will result in a zero (0) for the test(s).
- A student who is absent for a course when a test is scheduled **must** take the make-up test on the day they return to school (didactic class day) during the time posted on the schedule as “Make-up Time”.
- A student who knows in advance that he/she will be absent on a test day may take the test early, if approved by course instructor and occurs during the time posted on the schedule as “Make-up Time”.
- It is the responsibility of the **student** to schedule a test make-up time with the instructor of the course. A grade of zero may be given if the test is not taken within timeframe indicated above. Make-up testing will occur **ONLY** during the hours posted on the course schedule dedicated to “Make-up Time”.
- Once a student reaches the maximum number of allowable make-up tests (4) for a semester, the student will be notified in writing by the Dean.

Assignments

- Missed assignments are due within **48 hours** (or two (2) school days, not didactic days) of the student's return to school. A grade of zero may be given if class work and assignments are not made up within 48 hours or 2 school days.
- A student missing over **20% of classes** for a didactic course can be withdrawn from the course by the instructor unless prior arrangements

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have been made. Students should refer to each individual course syllabus to determine the number of classes that will meet during the semester.

- A student faced with extended absences will be withdrawn from didactic courses. The School does not have a leave of absence policy for didactic courses.
- See course syllabi as some courses may have more specific class attendance requirements.

*A student that is called upon for jury duty must provide documentation to the Dean for the absence(s) not to count against them.

* Issues of extenuating circumstances (i.e., military/reservists) ONLY will be considered by the Dean on an individual basis.

V. Definitions:
None

VI. Attachments:
N/A

VII. Related Policies:
None

VIII. Disclaimers:

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, 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	6/5/2021	New Template & Revisions	Dean
2.0	6/8/2022	Revisions	Program Coordinator

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