

Faculty of Health Guideline: ATTENDANCE

TITLE:	ATTENDANCE
DATE OF REVIEW:	June 20, 2019
REVIEWED BY:	Offices of the Vice Provost – Academic and Students Faculty of Health Dean's Office Faculty of Health Curriculum Committee
APPROVED BY:	Faculty of Health Curriculum Committee xxxx

GUIDELINE:

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

PROCEDURAL GUIDELINES:

1. Absence from Practice Experiences:

- 1.1 A student who must be absent from or will be late for practice experiences must notify the appropriate unit in the hospital/community agency and/or the instructor before the experience is scheduled to begin, whichever is specified in the course presentation.
- 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.
- 1.3 A pattern of absenteeism from practice experiences may impact a student's ability in meeting course outcomes, meeting 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. In case of illness, a medical certificate may be required prior to return to the practice setting.

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.