

ATTENDANCE POLICIES

Date Policy Written or Last Modified: December 2024

Position(s) Responsible for Administering this Policy: Student Services, Faculty, Nursing Program Director, Academic Administrator, Manager(s) of Practice Education (Practicum/Clinical)

Theory Sessions

Students are required to maintain punctuality and regular attendance to meet course expectations and graduation requirements. For some programs, session dates and times can be found on your Program Schedule. For other programs, instructors will announce the session dates and times on a weekly basis, as they vary from course to course.

Within the theory sessions, you are permitted **one (1) absence** for every 4 weeks in your program. For example, if your full program is 32-weeks long, you are permitted 8 absences total. *You are solely responsible to connect with your course instructor for any content or coursework that has been missed during your absence.*

One (1) absence will be counted whenever you:

- Miss 25% or more of one live session (on-site or virtual).
- Arrive late (or leave early) from two live sessions (on-site or virtual).
- Have not accessed your current coursework for three (3) consecutive program days online.

You are solely responsible to connect with your course instructor for any content or coursework that has been missed during your absence.

The following rules also apply to attendance for theory sessions:

- Regardless of the reason, an absence will be counted for all situations mentioned above.
- If your attendance is a concern, the *Policy Alert Process* will be applied.
- Absences do not excuse your responsibility to complete all coursework on time, at a satisfactory level, and to achieve a passing grade for each course; all Student Handbook policies are applicable, regardless of the reason for your absences.
- If you have received funding from a government agency, Stenberg College is required to report an absence of three (3) consecutive days to the service coordinator and/or case manager.
 - A monthly progress report outlining attendance is also reported to case managers.
- If you are absent for five (5) consecutive days (online and/or live sessions), you may be required to provide a physician's note or other documentation to account for your absent days.
- If you are absent for ten (10) consecutive days (online and/or live sessions), you will be immediately dismissed from your program.
 - Students who are receiving funding from their Provincial Student Assistance Programs (Student Grants and Loans) should be aware that they will have their funding withdrawn if they miss 10 consecutive days or are absent more than 20% of the program. Stenberg College is required, through a Memorandum of Understanding, to report student absences under this program.

Labs & Simulated Skills Sessions

Attendance for all labs and/or simulated skills sessions is considered mandatory, as each session is dedicated to important skills development and skills assessments. If you are absent, arrive late, or leave early from any sessions, you may be required to provide valid documentation of an extenuating circumstance. You may also be required to attend additional sessions, which may be at your cost to cover instructor time, rental of lab space and equipment, travel, accommodations, etc.

You will receive a grade of Non-Mastery on any required skills assessments that are missed or not passed, which may result in dismissal from your program.

Open Labs

Attendance requirements for open labs vary between programs, where applicable, and will be communicated to you by your program Department Head or program Lab Manager. You may also be assigned additional attendance hours to ensure you are on track to Master all lab and/or simulated skills requirements. If your attendance is a concern in open labs, the *Policy Alert Process* will be applied.

Contractor Workshops & Personal and Professional Development Sessions

Attendance for all contractor workshop sessions and Personal and Professional Development (PPD) live sessions is **mandatory** and all requirements must be completed and passed in order to receive certification/Mastery. If you are absent from any mandatory sessions, or leave before the dismissal time, you will not be eligible for certification or will receive a grade of Non-Mastery.

Please refer to your Program Schedule for the current dates and times of all workshops and PPD live sessions. You are responsible for making all necessary arrangements to ensure you are present for all scheduled sessions. Any requests for alternative dates or times must be made in advance. Requests made 15 business days or less before the scheduled session will not be considered.

If you miss a scheduled workshop or PPD live session without making prior arrangements, you must inform the Student Logistics Coordinator immediately. If there are alternative dates available through Stenberg College, you may be charged a rescheduling fee and will be required to attend the new date(s). If no alternative dates are available, you may be required to take the workshop or session outside of Stenberg College, and at your cost.

If you are not certified in all required workshops or do not achieve Mastery in the PPD course prior to your practicum/clinical/preceptorship, you will be dismissed from your program.

Practice Education Experiences

Students are required to attend a specified number of hours for all Practice Education experiences (including practicums, clinicals and/or preceptorships), which are a mandatory component of your program. These sessions will be scheduled during specified periods of time, as seen on your Program Schedule. Specific requirements vary between programs, and you will receive a full orientation to the attendance expectations and guidelines prior to your placements.



During program registration, students are asked if they require accommodations for Practice Education experiences to be successful in their program. If a student later recognizes they need accommodations and did not submit a request prior to the program start date, further requests for specific conditions (such as dates, times, sites, etc.) will only be considered if submitted within the first month after program start date, and with valid documentation. However, approval of such requests is not guaranteed and may depend on host site availability. If your requested conditions cannot be accommodated and you are unable to attend your assigned hours, this may result in a delayed placement or program dismissal, leading to a delayed graduation date.

Although rare, circumstances beyond our control may cause Practice Education placements to be delayed, and thus result in a delayed graduation date

Leaves of Absence

In extenuating circumstances, leaves of absence may be authorized by the Vice President, Academic – Diploma Programs. Requests for leaves of absence must be submitted in writing via email with supporting documentation. These are assessed on an individual basis and are not guaranteed. If approved, you would be responsible for making arrangements to complete all coursework in order to meet graduation requirements.

Depending on the length of absence, you may be required to withdraw, re-enter into another cohort, and audit previously completed courses. Re-entry is based on seat availability and additional fees may apply.