

**Policy Name:** College Attendance - SCHS  
**Policy Number:** ADM 2.08  
**Title of Policy Owner:** Dean of Student Affairs  
**Policy Type:** RHEI/Shared Services   BSMCON   SCHS   SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 1/19/2023  
**Version:** 1.0  
**Policy Status:** Approved

**I. Policy**

Attendance Policy

**II. Purpose**

The purpose of the attendance policy is to define attendance for all Southside College of Health Sciences (SCHS) students during each Semester or Term (Module).

**III. Scope**

All SCHS faculty and students.

**IV. Definitions**

**Attendance** – 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)** - determined by the Director of Records and Registration 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.

**Semester** - is the standard measurement used to group weeks of instructional time in the academic year. Specific to the Nursing (curriculum prior to Fall 2023), Radiologic Technology (RAD), and Diagnostic Medical Sonography (DMS)

programs, Semester is a period of enrollment and includes fall, spring, and summer. For Title IV purposes, a Semester also denotes a Payment Period.

**Term (Module)** – Specific to the Nursing curriculum effective Fall 2023, Term (Module) is an eight (8) week period of enrollment and instructional time. For Title IV purposes, Term (Module) also denotes a Payment Period.

**V. Policy Details**

**Other Relative Timeframes:**

- **First 10 Consecutive, Calendar Days:** If a student is not academically engaged in the enrolled course(s) during the first 10 consecutive, calendar days of the Semester or Term (Module), the student will be dropped from the course(s) the student is not engaged in, by the Director of Records and Registration.
- **14 Consecutive Days:** If a student exceeds 14 consecutive 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 Director of Records and Registration.
- **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**

None

**VII. Related Policies**

ADM 3.06 College Grading System  
 ADM 3.08 Add/Drop/Withdrawal from a Course  
 ADM 5.01 Financial Refunds

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, in its sole discretion, 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     | 8/1/2021 | Revised and New Template | Executive Council       |
| 1,1     | 8/1/2023 | Revised and New Template | Dean of Student Affairs |

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