

Policy Name: College Attendance Policy
Policy Number: ADM 2.08
Title of Policy Owner: Student Services
Approved by: Executive Council
Effective Date: 08/15/2021
Version: 1.0
Policy Status: Approved

I. Policy

College Attendance Policy

II. Purpose

The purpose of the attendance policy is to define attendance for all students Southside College of Health Sciences (SCHS) students during fall, spring, and summer semesters.

III. Scope

All SCHS faculty and students.

IV. Definitions

None

V. Policy Details

Attendance – academic engagement meaning to physically attend class, clinical, simulation, or skills laboratory.

Last Day of Attendance (LDA) - determined by the Registrar 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.

Other Relative Timeframes:

- First 10 Consecutive Days: If a student is not academically engaged in the enrolled course(s) during the first 10 consecutive days of the semester, the student will be dropped from the course(s) the student is not engaged in, by the Registrar.
- 14 Consecutive Days: If a student exceeds 14 consecutive days of absence in a single course the student will be withdrawn from the course(s) the student is not engaged in, during the withdraw period by the Registrar.
- 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 3.08 Add/Drop/Withdrawal from a Course
 ADM 3.06 College Grading System

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS) and any party. SCHS, 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	08/1/2021	Revised and new template	Executive Council