

Policy Title	College Attendance
Policy Number:	ADM 2.08
Department:	SCHS
Functional Area:	Dean of Enrollment Management
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2025
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM 2

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

College Attendance

III. 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).

IV. Scope

All SCHS faculty and students.

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- 14 Consecutive Days: If a student exceeds 14 consecutive days of absence in a single course the student will be withdrawn from the course(s) the student is not engaged in during the withdraw period by the Director of Records and Registration.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. 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 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)

Term (Module) is an eight (8) week period of enrollment and instructional time. For Title IV purposes, Term (Module) also denotes a Payment Period.

VII. Attachments

N/A

VIII. Related Policies and Procedures

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

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Southside College of Health Sciences (SCHS), a department owned and controlled by Bon Secours Mercy Health Petersburg, LLC, (d/b/a Southside Medical Center), 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.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	8/1/2021	N/A	Revised and New Template	N/A	Executive Council
1.1	8/1/2023	N/A	Revised and New Template	1.0	Dean of Student Affairs
1.1	4/15/2025	4/15/2028	Reviewed No Revisions	1.1	Dean of Student Affairs
1.1	4/15/2025	4/15/2028	Ownership Change	1.1	Dean of Enrollment Management
1	4/15/2025	4/15/2028	Version Changed – BSMH Template Adopted	1.1	Dean of Enrollment Management

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.