BLESSING-RIEMAN College of Nursing & Health Sciences	**Origination:**	*08/1985*
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	Owner:	*Reta Richmond*
	Area:	*Academic Committee*
	References:	

Student Attendance

PURPOSE

To outline student attendance requirements and ramifications of failure to meet requirements.

POLICY

Students are expected to attend all class and clinical sessions for which they are enrolled.

Students are dropped or withdrawn from course(s) when attendance requirements are not met.

PROCEDURE

The College is federally required to document student attendance for financial aid purposes.

Drop

Students are dropped from course(s) when they have not attended class by the add/drop date and have not communicated with college faculty or administration regarding the absence.

No charges are incurred/financial aid applied when students are dropped from courses(s) by the add/drop date.

Unofficial/Administrative Withdrawal

Students are unofficially/administratively withdrawn from course(s) when they fail to adhere to the required attendance parameters prior to the withdraw date, and have not communicated the reason for absence with college faculty or administration.

Attendance parameters for unofficial/administrative withdrawal are outlined below:

On-Campus Courses

Faculty will attempt to communicate with students after any absence.

When students have two consecutive absences without communication:

- The Registrar, assigned Academic Advisor, and Financial Aid Coordinator is notified of the absences.
- The student is unofficially/administratively withdrawn.

Online Courses

Faculty will attempt to communicate with students after any absence/lack of participation per the syllabus.

When online students fail to participate or submit/complete assignments for one week without communication:

- The Registrar, assigned Academic Advisor, and the Financial Aid Coordinator, are notified of the absences/lack of participation.
- The student is unofficially/administratively withdrawn.

Attachments

No Attachments

Approval Signatures

Approver	Date
Reta Richmond: ADMINISTRATIVE ASSISTANT	12/2020
Joan Ruhs: ASSISTANT PROFESSOR	12/2020
Brandi Venvertloh: ASSOC PROF W/ DOCTORATE	11/2020