



Policy Name: Student Attendance for the BScN Program
Approving Authority: Nursing Program Committee

Policy # AA-036
Approval Date: 10/20/2025
Date Last Reviewed: 12/18/2023
Next Review Date: 10/2030

Statement

The Student Attendance for the BScN Program Policy of Yorkville University ("Yorkville" or the "University") provides the requirements of student attendance in courses, as well as tracking and managing absences and punctuality for the BScN program. The Nursing Program Committee will review the policy every five (5) years.

Purpose

The purpose of this policy is to ensure a transparent, fair, equitable, and consistent approach to tracking and managing student absences and punctuality.

Roles and Responsibilities

This policy applies to all students enrolled in the Bachelor of Science in Nursing (BScN) program. The Nursing Faculty are responsible for the implementation of this policy. The Dean of Nursing has oversight of this policy.

Definitions

Absence: unable to be physically present to engage in nursing practice activities related to the course.

Co-Requisite: when two courses must be taken simultaneously (in the same mod).

Excused Absence: unavoidable or extenuating circumstances such as personal injury or illness, or death in the immediate family. Excused absences require written supporting documentation (e.g., Health Provider's note). In these circumstances, the Dean or designate will meet with the student to determine a plan for required make-up.

Laboratories: a place where students are introduced to new competencies (skills), are expected to practice previously learned skills, and are evaluated on skills learned in the related theory course.

Mandatory: obligatory, compulsory, morally, or required as a condition of course completion.

Make-Up: refers to completion of hours/content not completed due to absence or tardiness related to theory, laboratories, simulations, and clinical.

Tardiness: arriving after the designated start time for any theory, lab, simulation, or clinical.

Definitions (continued)

Professional Standards: the range or benchmark of an acceptable level of performance and provides a guide to the meeting competencies (knowledge, skills, attributes) required to practice safely.

Policy

Requirements:

- Student attendance and punctuality for **ALL** theory courses, labs, simulations, and clinical/preceptorship are mandatory.
- It is expected that there will be 100% attendance for all theory courses, laboratory courses, simulation, and clinical/preceptorship placements. Because of the compressed nature of the program, absence from more than 10% of a course, including clinical placement time, may be considered unacceptable for course completion. A student may be required to make-up work or drop the class.
- Students who have missed more than 10% of the course and who have a valid excuse, as determined by the Dean or designate, may be granted a deferral of mod work and offered participation in an alternative experience, pending the availability of resources.
- If a student misses more than one (1) clinical placement shift time during a mod, there will be only one (1) opportunity to make-up the missed clinical shift. This make-up may take the form of a simulation, attendance at another facility, or participation in an alternative clinical experience.
- Students who have missed any laboratory, simulation, or clinical/preceptorship must consult with their Clinical Instructors to identify when the make-up time will occur.
- Tardiness, including arriving late after breaks and/or leaving early, will be counted toward missed theory, lab, simulation, or clinical/preceptorship time.
- All faculty will report any student who has accumulated absences exceeding 10% of a course to the Dean and the Clinical Placement and Lab Coordinator by email.
- Students will be required to make up all missed practice including laboratories, preceptorship, and simulation, regardless of the reason.
- Students must complete all make-up labs prior to attending their final lab evaluations. Any student who misses a scheduled make-up lab should be reported immediately to the Dean and Clinical Placement and Lab Coordinator by phone or email.
- Removal from a theory course will result in immediate removal from its co-requisite laboratories, simulations, and/or clinical/preceptorship. In such circumstances, students will meet with the Dean to discuss their succession plan in the program.
- Students may be asked to provide a letter of explanation and supporting evidence for the absence to the Dean. This may include a medical statement for absences due to medical reasons. These students may be referred for remediation.

Clinical/Preceptorship Information

It is mandatory for all students in the nursing program to complete clinical placements and preceptorships. Clinical placements and preceptorships can be scheduled for days, evenings, or weekends. During clinical placements and preceptorships, students will be expected to conduct themselves professionally and abide by the Student Dress Code for Nursing Policy.

Rotations in clinical placements are mainly twelve (12)-hour shifts, with the exception of NU135 and NU315, which are eight (8)-hour shifts, and NU460, which is tied with the students' preceptorship shifts. Students and faculty should arrive at the clinical placement site at least fifteen (15) minutes early to organize their clinical day and be ready for report. Breaks will vary depending on shift hours per clinical day. An eight (8)-hour shift is 30-45 mins, and a twelve (12)-hour shift is 45-90 mins, and breaks cannot be scheduled at the beginning or the end of a shift. Students and Instructors must be on site for the full clinical shift, unless otherwise dictated.

There is a preceptor practicum that includes 145 intern hours, during which the student will be with a staff nurse. It is important to note that, while in a preceptorship, the student is required to follow the preceptor's schedule, which may include days, evenings, nights, and weekend shifts.

As mentioned above, attendance at all scheduled clinical placements is mandatory for students. Any absence may result in course failure. At the beginning of every clinical placement, each Clinical Instructor will reinforce this message and explain the proper way to report an absence if ever needed.

As soon as a student knows they will miss the clinical shift, the student will be required to contact the instructor. This first contact can be made by phone or email, depending on the student's situation, but an official follow-up email will be required. The email required to report their absence needs to be sent to the instructor with a copy to the Clinical Placement and Lab Coordinator, using the student's BUC email address.

This policy supports a respectful, discrimination- and harassment-free learning environment through the promotion of equity, diversity, and inclusion. The University is committed to fostering a learning environment where individuals from all backgrounds have equal opportunities to pursue an education. Accommodations and accessibility are provided pursuant to applicable provincial human rights legislation to ensure equitable access without reducing academic standards or altering essential requirements. The University also promotes mental health advocacy and provides 24/7 online/phone support through its partnership with Homewood Health.

Related Policies and Documents

AA-017 Attendance and Enrollment Policy
AA-020 Student Success Initiative Policy
AA-037 Student Dress Code for Nursing