



BOUCHER INSTITUTE
of Naturopathic Medicine

ATTENDANCE POLICY

NUMBER:
DRAFTED: (Pre-2001)
EFFECTIVE: 2001
BOARD APPROVED: 25-Aug-2014
REVISION: 17-JUL-2017
LAST REVIEW: 17-JUL-2017

The purpose of this policy is to maintain educational standards and meet the requirements of student loan administration.

1. POLICY

1.1 The Boucher Institute of Naturopathic Medicine has adopted a mandatory attendance policy.

1.2 Students are required to take their attendance seriously and to make every reasonable and conscientious effort to be present for classes in each and every course, as well as for all scheduled clinic shifts.

1.3 While 100% attendance is expected, up to 10% absence from the Naturopathic program taken as a whole may be allowed for reasons of health and emergency (documentation may be required) and the student will be responsible for any work missed.

1.4 Students not meeting the 90% attendance requirement may not be eligible for graduation.

2. PROCEDURES

2.1 Attendance is tracked by instructors and regularly reported to the Deans and Registrar.

2.2 The Registrar is required to report extended absences as defined by Student Aid BC which may have negative consequences for student loan recipients.

2.3 Students noted to have extended or cumulative absences which may put them at risk will be contacted by the Registrar and Deans prior to the point at which the student's graduation or financial aid may be jeopardized.