

BOUCHER INSTITUTE POLICY

Policy Title: Attendance

Date of Initial Board Approval: Pre 2001

Date of Last Approved Revision: March 30, 2020

Person(s) Responsible for Implementation & Adherence: Instructors, Deans and Registrar

Related Procedures: Attendance

- 1.1 It is mandatory for students to attend classes and clinic rotations in order to confidently maintain educational standards. The faculty member records attendance in the student information system at the start of each class or clinic rotation.
- 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 rotations.
- 1.3 While 100% attendance is expected, up to 10% absence from the program as a whole may be allowed for reasons of health and in emergency situations (documentation may be required). Students are responsible for any work missed.
- 1.4 Attendance numbers are reviewed each term in order to ensure a student is meeting the requirements of the Attendance Policy. Students who fall below 80% attendance will not be in good standing, and will receive a letter from the Deans Council that places them on the appropriate academic standing according to the Academic Standing Procedure. In addition, a student who misses more than 10% of a course/rotation may be penalized in grading per the syllabus for the course. Individual courses may also have other course-specific attendance requirements outlined in the course syllabus, such as mandatory practical classes.
- 1.5 Students missing for a period of ten consecutive days from the program may be withdrawn unless prior written approval is obtained from the Deans Council.
- 1.6 The Registrar is required to report extended absences as defined by Student Aid BC. These may result in negative consequences for student loan recipients.**

Academic Absence and Procedure

A student will not be penalized in their course grade should they have an excused absence.

Grading penalties for a non-excused absence can include, but are not limited to, forfeiting the participation mark for the class, receiving a zero for any assessments given during the missed class, and failing the course for a missed mandatory class. Any such penalties will be outlined in the course syllabus.

To avoid a grading penalty when absent from a class that involves a midterm or final exam, the student must request in writing, and receive approval from the Associate Dean of Academics. Supporting documentation describing the extenuating circumstances must be provided.

To avoid a grading penalty when absent from a class that does not involve a midterm or final exam, the student: must provide the instructor with a valid reason for having missed the class; is responsible for the material covered in class; and must complete any alternate assessments, assignments, or other work assigned by the instructor in order to demonstrate competency in the class material. The instructor may require appropriate documentation in order to assess the validity of an absence, as outlined in their course syllabus.

Clinic Absence and Substitution Procedure

All student clinicians will be required to attend at least 90% of each clinic rotation, including the Clinic Assistant rotation, in order to receive a passing grade for the rotation. Supervising clinical faculty will record attendance including lateness in arrival or approved early departures daily, and time will be deducted based on the actual time missed. In order to receive full credit for a shift, the full shift including preview and review must be attended.

1. Planned absences must be requested using the Absence and Substitution Form (see ecampus clinic → clinic forms → student forms and resources → absence and substitution form) and approved by the Clinic Manager bfowler@binm.org (604-540-2873), a minimum of 2 weeks prior to that absence.
 - a. Absences may be denied by the Clinic Manager for:
 - not providing the minimum two week's notice
 - exceeding the maximum allowable shift absences
 - not providing a sub for a primary shift.
 - b. Failure to attend the shift absence denied would be considered an abandonment of shift and is a Breach of Conduct.
 - c. The bottom portion of the Absence and Substitution form will be put in the intern mailbox in the clinic. Please check regularly before your shift absence to confirm you have approval to be absent.
2. Primary clinicians must talk to the supervising doctor to make decisions regarding patients scheduled for day(s) of absence.
3. Secondary student clinicians should make every effort to find a substitute and notify the Supervisor that they will not be on shift.
4. An unexcused absence is considered a breach of conduct. An unexcused absence is defined as failing to arrive for a scheduled clinic shift without notifying the Clinic Manager or front desk prior to the start of the shift.
5. In cases of Emergency Absences, the Student MUST CONTACT:
 - a. the Associate Dean of Clinical Studies and the Clinic Manager via email: kfairman@binm.org and bfowler@binm.org
 - b. The Clinic Staff at 604-540-2873.
 - c. If the clinic is not open a message should be left on the voice mail.
 - d. Only documented emergencies will be accepted if a student does not contact the clinic before the missed shift.

6. An Absence without prior approval form must be submitted to the Clinic Manager upon return to clinic and supporting documentation provided for any absenteeism without prior approval (see ecampus clinic → clinic documents → student forms and resources → absence without prior approval).
 - a. Supporting documentation may be required for any shift that is missed without prior approval.
7. Failure to follow these procedures may result in a failure event.
8. Students who are more than 30 minutes late to their assigned shift without prior notification will receive a failure event for that day, resulting in the loss of hours and patient contacts. Repeated occurrences will be considered a Breach of Conduct.

Observance of Religious Holidays

The Boucher community is enriched by individuals of many faiths who have various religious observances, practices and beliefs. The institute recognizes that, on some occasions, classes, exams, clinic shifts or other required academic activities may conflict with a student's religious holiday observance. Boucher will reasonably accommodate a student's religious holiday observance, unless the accommodation would cause an undue hardship.

The following guidelines apply to all students who wish to miss or be excused from a clinical or academic requirement for a religious observance or restriction.

Students requesting time off from classes and/or clinic rotations to observe a religious holiday should refer to the corresponding student support section in the Student Handbook. Students are encouraged to contact the Associate Dean of Student Services if they have any questions about religious holiday observance and these guidelines.

An excused absence does not negate the student's responsibility for material or assignments due during the period of absence