

POLICY and PROCEDURES

| | |
|--|--|
| SUBJECT/TITLE: University of Calgary in Qatar (UCQ) Student Attendance for Foundations and BN Program | PAGE: 1 of 5 |
| PARENT POLICY: Nursing Practice Attendance Policy – University of Calgary Faculty of Nursing Arranging Replacement Practice Experiences Due to Undergraduate Student Absence – University of Calgary Faculty of Nursing Religious Observance/Conviction for Undergraduate Students | |
| RELATED POLICY AND GUIDELINES: Student code of conduct including professional accountability-University of Calgary in Qatar Student expectations in learning environment Student missing classes due to extenuating circumstances | |
| AUTHORIZATION: <ul style="list-style-type: none"> ▪ Associate Dean Academic ▪ Nursing Program Committee ▪ Academic Programs Committee ▪ Academic Council Committee | DATE ESTABLISHED: June 10, 2020 DATE LAST REVISED: Feb 13, 2022 Approved by APC: March 27, 2022 Approved by ACC: June 13, 2022 |

| |
|--|
| PURPOSE <p>The purpose of this policy is to ensure a transparent, fair, equitable and consistent approach to tracking and managing student absences and punctuality.</p> <p>The Entry to Practice Standards for the Practice of Registered Nurses (CARNA, 2019), requires entry-level nurses to have a level of competence to practice safely and ethically. Gaining measurable knowledge, skills, abilities, judgment and attitudes to practice safely and ethically is gained through specific experiences, which is shaped by a theoretical and experiential knowledge base that is strategically organized throughout the nursing education program.</p> <p>Tardiness and absenteeism reduces the amount of time that students engage in meaningful learning experiences to gain competence. Best evidence indicates that nursing student attendance in courses and learning activities is a strong predictor of successfully gaining competence and meeting expected learning outcomes (Bostian Peters, et al., 2019; Levshankova et al., (2018); Mackintosh-Franklin, 2018; Rejnö et al., 2017).</p> <p>Mandatory attendance policies are shown to increase attendance and engagement in practice-related learning experiences of nurses (MacIntosh-Franklin, 2018). Flexibility and discretion is required to allow for reasonable accommodations for students who miss time for valid reasons. In addition to a mandatory attendance policy, other strategies shown to improve attendance and learning outcomes include creating</p> |
|--|

| | |
|---|--|
| safe environments that allow students to disclose reasons for absenteeism and having a process for the early identification of students at risk for absenteeism (MacIntosh-Franklin, 2018). | |
| SCOPE | |
| This policy applies to all students enrolled in the Foundation, BNRT and PDBN programs including theory, laboratory, simulation and practicum sessions and courses. | |
| DEFINITIONS | |
| In this policy: | |
| 1. | “Absence” means unable to be physically present to engage in nursing practice activities related to the course. |
| 2. | “Co-Requisite” means when two courses must be taken simultaneously (in the same term) |
| 3. | “Excused Absence” means unavoidable or extenuating circumstances such as personal injury or illness, or death in the immediate family. Excused absences require <i>written supporting documentation to ADA</i> (e.g., Health Provider’s note). In these circumstances, the ADA or designate will meet with the student to determine a plan for required make-up. |
| 4. | “Laboratories” means 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. |
| 5. | “Mandatory” means obligatory, compulsory, morally or legally binding |
| 6. | “Make-Up” refers to completion of all hours/content not completed due to absence or tardiness related to theory, laboratories, simulations, and practicums |
| 7. | “Tardiness” means arriving after the designated start time for any theory, lab, simulation, or practicum |
| 8. | “Professional Standards” means the range or benchmark of acceptable level of performance and provides a guide to the meeting competences (knowledge, skills, attributes) required to practice safely |
| POLICY STATEMENT AND PROCEDURES | |
| 1. | Student attendance and punctuality for ALL theory courses, labs, simulations, and practicums are mandatory. |
| 2. | Students who miss more than an accumulation of 10% of any given course such as theory, lab, simulation or clinical (e.g. more than four hours of a 36 hour course), may not be permitted to continue in the course. All faculty should report students that have missed more than 10% of any course to the undergraduate program coordinator by sending an early alert form. |
| 3. | Tardiness, arriving late after breaks and/or leaving early will be counted towards missed theory, lab or clinical time. Students who have accumulated more than 10% of missed course time, may not be permitted to continue in the course. All faculty should report students that have missed more than an accumulated 10% of any course to the undergraduate program coordinator by sending an early alert form. |



| | |
|----|---|
| 4. | Students will be required to make up all missed practice including laboratories, clinical, and simulation days, regardless of the reason. |
| 5. | <p>Students who have missed any laboratory, simulation, or clinical must consult with their instructors to identify when the make-up time will occur.</p> <p>Students must complete all make up labs prior to attending their midterm and / or final lab evaluations. Any student that misses a scheduled make up lab should be reported immediately to the undergraduate program coordinator by sending an early alert form.</p> <p>Students must complete all clinical hours prior to the end date of the course calendar, as identified in the academic calendar. Only in the circumstance of a Covid – 19 related absence, no make-up of clinical hours is required as long as the student is meeting course learning outcomes and competencies. Covid related absence must be confirmed by red ehteraz.</p> |
| 6. | Removal from a theory course will result in immediate removal from its co-requisite laboratories, simulations, and/or practicum. In such circumstances, students will meet with the ADA to discuss their succession plan in the program. |
| 7. | <p>Students who have missed more than 10%, who have a valid excuse, as determined by the Associate Dean Academic or designate, may be granted a deferral of term work and offered accommodation pending availability of resources.</p> <p>Students may be asked to provide a letter of explanation and supporting evidence for the absence to the Associate Dean Academic Office. This may include a medical statement for absences due to medical reasons (Refer to the policy on student missing classes due to extenuating circumstances). These students may be referred to the student academic support lead for remediation (See Appendix A -Early Alert Process).</p> <p>Travel, social/recreational/religious activities will not be accepted as valid reasons for absence from scheduled theory, laboratory, simulation and practicum course.</p> |



**RELATED OPERATING STANDARDS OR PROCEDURES
FOR STUDENTS**

1. Students are expected to plan vacation so that they do not interfere with course requirements.
2. Students must report any known commitment that may affect a student's attendance in any given theory, laboratory, simulation, or practicum course to the Associate Dean (Academics) prior to the beginning of term or as soon as the student is aware that (s)he will be unable to attend for more than 10% of required course hours.
3. Attendance and punctuality during Ramadan is as important as any other time of the year. Students are expected to follow the modified schedule of classes as suggested by the student services department during the holy month of Ramadan. Any individual circumstances can be dealt on a case by case basis provided all aspects of the attendance policy are followed
4. A student who, for unforeseen or unexpected reasons (e.g. for illness), is unable to attend or will be late for class, must notify their instructors at least one hour **prior to the start** of the theory courses, laboratories, simulations, and practicums, or as soon as possible thereafter. However, the missed time will be recorded.
5. Students in quarantine, are encouraged to attend hybrid theory class to stay current with class content.

FOR INSTRUCTORS

6. Student attendance records will be completed for all theory courses, labs, simulations, and clinical on a weekly basis and report absences greater than 10% to the undergraduate program coordinator through early alert form as necessary.
7. Instructors will report student absence and tardiness to student services through the people soft portal every month following the established process.
8. Student attendance records will be shared with students' sponsors monthly and/or as requested by the sponsor.
9. Tardiness and arriving late after breaks are also recorded and shared with students' sponsors monthly and/or as requested by the sponsor. Refer to related policy on 'Student Expectation in a Learning Environment' to establish general code of conduct for classroom management, including tardiness and arriving late after break.
10. Each course team is responsible to organize and schedule the makeup labs in collaboration with the ELC



RELATED INSTRUCTIONS/FORMS: Appendix A-Early Alert Process

REFERENCES

Bostian Peters, A., Quinn, B., & Moreno, R. Undergraduate Nursing Clinical Absences: A Review. *Teaching and Learning in Nursing*, 14, 37-42. doi.org/10.1016/j.teln.2018.09.003

Levshankova, C., Hirons, D., Kirton, J., Knighting, K., & Jinks, A. (2018). Student nurse non-attendance in relation to academic performance and progression. *Nurse Education Today*, 60, p. 151-156. doi.org/10.1016/j.nedt.2017.10.006

Mackintosh-Franklin, C. (2018). An evaluation into the impact of undergraduate nursing students' classroom attendance and engagement with online tasks on overall academic achievement. *Nurse Education Today*, 61, 89-93. <https://doi.org/10.1016/j.nedt.2017.11.017>

Rejnö, A., Nordin, P., Forsgren, S., Sundell, Y., Rudolfsson, G. (2017). Nursing students' attendance at learning activities in relation to attainment and passing courses: A prospective quantitative study. *Nurse Education Today*, 50, 36-41. <http://dx.doi.org/10.1016/j.nedt.2016.11.025>

University of Calgary calendar 2020-2021. Glossary of terms.

<https://www.ucalgary.ca/pubs/calendar/current/glossary-of-terms.html>



APPENDIX A

**Early Alert Process – Theory, Lab and
Clinical Practice**

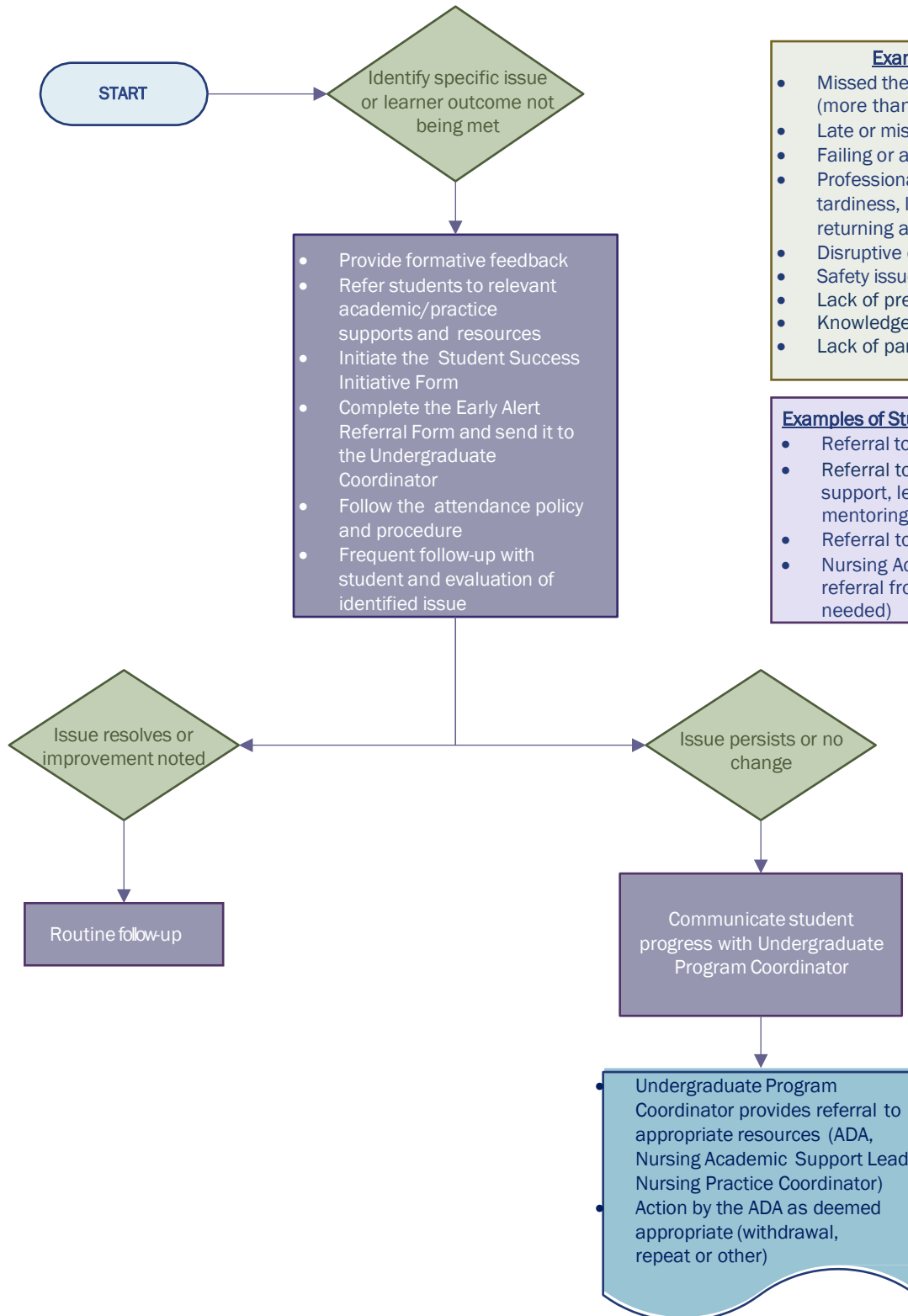
- Aligns with UCQ Strategic Goal: to establish a formal Student Success Initiative
- Identify students who may be at risk for falling behind or not being successful in theory, lab and clinical courses

Legend:

ACTION BY:
INSTRUCTOR

ACTION BY:
UNDERGRADUATE
PROGRAM
COORDINATOR

ISSUE OR
OUTCOME



- Examples of Issues**
- Missed theory, lab or practice time (more than 10%)
 - Late or missed assignments
 - Failing or at risk for failing
 - Professional accountability: late, tardiness, leaving early, not returning after break
 - Disruptive classroom behavior
 - Safety issues
 - Lack of preparation and organization
 - Knowledge application
 - Lack of participation

- Examples of Student Support Resources**
- Referral to Student Counselor
 - Referral to math support, writing support, learning support or peer mentoring
 - Referral to Sim/lab lead for SPOTS
 - Nursing Academic Support Lead (A referral from the UGC or ADA is needed)