

**Policy Name:** Classroom Attendance  
**Policy Number:** ADM 2.08  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2023  
**Version:** 2.2  
**Policy Status:** Approved

## I. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to take classroom attendance. Punctual and regular attendance to classroom instruction is an essential responsibility of each student.

## II. Purpose

The purpose of this policy is to outline classroom attendance requirements.

## III. Scope

This policy applies to all students enrolled in SOMI.

## IV. Definitions

None

## V. Policy Details

Attendance is mandatory at the Radiologic Technology Orientation sessions offered prior to the start of the program in August.

### Attendance

- A student who wishes to observe a religious holiday that will conflict with class responsibilities will follow policy as stated below.
- A student is held responsible for all material covered in class even when absent from the class.

### Tardiness

- Tardiness in classes will not be tolerated.
- Classes will begin at the posted start time and students will be counted absent if not present at that time. Students that arrive late can still attend class.
- Students are expected to attend the entire class period and may be counted absent if leaving a class early. A student that misses a class or portion of a class can make an appointment with the course instructor during posted office hours (see course syllabi) in order to obtain missed information.

**Tests/Exams**

- A student has the opportunity for 4 make-up tests (total for all enrolled courses) per semester. The 5th and all subsequent test(s) missed will result in a zero (0) for the test(s).
- A student who is absent for a course when a test is scheduled must take the make-up test on the day they return to school (didactic class day) during the time posted on the schedule as "Make-up Time".
- A student who knows in advance that he/she will be absent on a test day may take the test early, if approved by course instructor and occurs during the time posted on the schedule as "Make-up Time".
- It is the responsibility of the student to schedule a test make-up time with the instructor of the course. A grade of zero may be given if the test is not taken within timeframe indicated above. Make-up testing will occur ONLY during the time posted on the schedule as "Make-up Time".
- Once a student reaches the maximum number of allowable make-up tests (4) for a semester, the student will be notified in writing by the Dean.

**Assignments**

- Missed assignments are due within 48 hours (or two (2) school days, not didactic days) of the student's return to school. A grade of zero may be given if class work and assignments are not made up within 48 hours or 2 school days.
- A student missing over 20% of classes for a didactic course can be withdrawn from the course by the instructor unless prior arrangements have been made. Students should refer to each individual course syllabus to determine the number of classes that will meet during the semester.
- See course syllabi as some courses may have more specific class attendance requirements.

\*A student that is called upon for jury duty must provide documentation to the Dean for the absence(s) not to count against them.

\*Issues of extenuating circumstances (i.e., military/reservists) ONLY will be considered by the Dean on an individual basis.

**VI. Attachments**

N/A

**VII. Related Policies**

None

**VIII. Disclaimers**

a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	12/1/2002	Classroom Attendance	CDDAA
1.1	6/5/2021	New Template & Revisions	CDDAA
2.0	6/8/2022	Revisions	CDDAA
2.1	8/1/2023	New Template	CDDAA
2.2	12/7/23	Revisions (COVID-19 References)	CDDAA