



School of Health and Public Safety Attendance Guideline

Effective July 1, 2015
Modified April, 2022 June 2024

This document presents the School of Health and Public Safety's guidelines related to attendance. Please refer to individual course outlines for details regarding specific practicum attendance requirements.

Definitions

Component Grades A grade given for an individual assessment. (SAIT's AC 3.1.1 Academic Grading and Progression Procedure)

Excused Absences may be granted based on illness, court appearances, bereavement or significant extenuating circumstances and will be assessed on a case-by-case basis by the Academic Chair. Emergencies or death in the immediate family require contact with the Academic Chair as soon as possible upon receipt of the information. For additional details, refer to SAIT's AC 3.8.1 Attendance Procedure.

Disruptive Behaviour Relating to Attendance includes behaviour which interrupts, obstructs, or inhibits the teaching and learning process. This may include (but is not limited to): not planning travel arrangements to arrive on time, taking extended coffee or lunch breaks, and leaving early. This can be avoided by planning suitable travel arrangements, being compliant with schedules or assignments, consistently arriving early, and/or avoiding prolonged coffee or lunch breaks. (Health Quality Council of Alberta. [March 2013]. *Managing disruptive behaviour in the healthcare workplace*. Calgary, AB: Author.)

Workplace-Integrated Learning Activities that integrate academic learning in a SAIT program or course with practical applications in a real-world setting. (SAIT's AC.2.20.1 Work-Integrated Learning Procedure and Schedules).

Governing Principles

1. SAIT is committed to maintaining high academic standards and promoting student success. There is a positive correlation between attendance, participation, and grades. Attendance is required to achieve the necessary knowledge, skills, and abilities while attending both SAIT and workplace-integrated learning experiences, and to be successful in the workplace after graduation.
2. For the best success in a course full participation is expected. This includes arriving early, being prepared, and fully participating in learning activities.
3. SAIT strives to provide an environment conducive to learning for all students. Disruptive behaviour affects all of those in the learning environment. The School is responsible for creating a safe learning environment and culture and recognizes that a student needs to be healthy and fit to practice to attend.
4. Communication is imperative with faculty and the program to ensure professional behaviours and to develop a plan to manage the attendance disruption.



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Attendance Expectations

SAIT's Academic Procedure 3.8.1 Attendance Requirements Procedure outlines that each program and/or course may have further requirements in addition to the specified SAIT-wide expectations. The School of Health and Public Safety expects that student conduct shall be consistent with the standards of the profession, the SAIT program, A.C.3.4 Student Code of Conduct Policy and Procedure, workplace-integrated learning agreements, and the policies of both the workplace site and SAIT. This conduct is necessary to be successful in the program and as a professional.

The School of Health and Public Safety (HPS) expects students to:

- Achieve 100% attendance for scheduled classes and to participate in all learning activities as related. This means attending all scheduled classes, labs, practicum shifts, events, and gradable components, up to and including, the last day of the final week of the semester.
- Stay home if not well and follow the procedure outlined below.
- Act as responsible leaders by modelling professional attendance behaviour and being accountable for personal actions. This is demonstrated by communicating and documenting attendance disruptions as per the procedure below.
- Schedule personal appointments outside of program schedules when possible.
- Discuss and ensure any changes to a course or practicum schedule are approved by the appropriate SAIT instructor(s), preceptor(s)/site(s) and/or Academic Chair.

Schedule a meeting with the academic advisor to discuss any extended illness or medical leave, accessibility requirements, accumulated absences, and/or chronic lateness. The academic advisor will be able to provide supports and refer to the academic chair as necessary. The academic advisor may also refer to accessibility Services.

Procedure

For each absence, the student must follow the following procedure:

- 1) Communicate and document any current and/or upcoming personal disruptions to attendance, *prior* to the absence, to the instructor(s) and/or preceptor(s)/site(s).
 - a) Ensure each instructor, preceptor, or practicum site of missed course/event is contacted.
- 2) Contact instructor(s) before returning to the course(s) after an absence to arrange for missed time, if permitted and possible.
 - a) Faculty members manage student absences as per policy AC.3.8.1 and in alignment with the program handbook.
 - b) Faculty will determine if there is an opportunity for supplemental learning (i.e., recording of lectures, additional lab, tutorial time). Supplemental learning activities may be provided when it is possible and reasonable but will not always be available.
 - c) Depending on the nature and/or amount of the work or assessment that has been missed, completion of the missed work or assessment may not be possible. For example, it is often not possible to provide make-up lab time. Thus, absences may affect the students' final grade in that course, and potentially the ability to progress in the program.
- 3) A missed assessment will require documentation to be considered an excused absence. This documentation must be produced on the first day of return.
 - a) Documentation appropriate to the situation must be provided. The faculty and/or Academic Chair will determine the appropriate documentation required.
 - i) Please note that a SAIT Physician Statement form may be required when requesting a deferred gradable course component. This form is intended to provide the student's school/program at SAIT with sufficient health information to allow it to make a decision regarding the student's request for special consideration(s) due to medical circumstances. In the event of long-term medical conditions, students are advised to consult SAIT Accessibility Services.
 - b) A decision on whether an absence is excused or not can be made by the faculty or Academic Chair, aligning with the program handbook.



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Consequences

Consequences for absences that are not excused, not following the procedure and/or are disruptive behaviour for an assessment may result in a grade of zero being assigned for that assessment, and/or or a rescheduled or terminated workplace-integrated learning experience (SAIT's AC.3.3.1 Invigilation and Security of Examinations Procedure).

All absences will be tracked and documented throughout the course. For a student to be successful in a workplace-integrated learning placement, the student must meet attendance expectations of the placement. Students can prevent the possible rescheduling or termination of a placement by achieving the specified attendance expectations, as well as avoiding disruptive behaviour which might compromise the safety of patients and staff.

Failure to keep up with course work and/or repetitive and cumulative absences will result in a formal review of a student's progress (e.g. the development of a Student Success Plan).

Health and Public Safety programs will organize one work integrated learning placement (practicum/clinical placement) for a student. Should the student decline the practicum placement, for any reason other than a protected ground, or should the placement be withdrawn from the student due to safety or behavioural concerns, the program will not support placement of the student in a second work integrated learning opportunity.

As outlined in SAIT's AC.3.1.1 Grading and Progression procedure, any 'Incomplete' grades must be cleared within 8 weeks from the end of the course, or the grade reverts to 'Fail'.

It is important to understand that students who must return to complete a workplace-integrated learning experience may be further delayed, as they will be required to wait until such time as there is an available workplace-integrated learning placement opportunity.



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References and Academic Policies

If the guideline and a policy contradict, the policy will be followed.

AC.2.20.1 Work-Integrated Learning Procedure and Schedules
AC.3.1.1 Grading and Progression Procedure
AC.3.18.1 Challenge Examinations Procedure
AC.3.3.1 Invigilation and Security of Examinations Procedure
AC.3.3.1 Schedule B - Process to Accommodate Religious Observances
AC.3.3.2 Distance Education Invigilation and Security of Examinations Procedure and Schedule
AC.3.4 Student Code of Conduct Policy
AC.3.4.2 Student Rights and Responsibilities
AC.3.4.3 Student Academic Conduct and Schedule
AC.3.4.4 Student Non-Academic Conduct and Schedule
AC.3.8.1 Attendance Requirements Procedure
AD.3.2.1 Records Management Procedure

Health Quality Council of Alberta. (March 2013). *Managing disruptive behavior in the healthcare workplace*. Calgary, AB: Author.