



# School of Health and Public Safety Attendance Guideline

Effective July 1, 2015  
Last modified February 17, 2022

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 that is 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 workplace schedule are approved by the appropriate SAIT instructor(s), preceptor(s)/site(s) and/or Academic Chair.
- Schedule a meeting with the Academic Chair to discuss any extended illness or medical leaves, accessibility requirements, accumulated absences, and/or chronic lateness. Accessibility Services may need to be involved.

## 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), preceptor(s)/site(s), and/or Academic Chair (as required).
  - a) Ensure each instructor, preceptor, or practicum site of missed course/event is contacted.
  - b) If this absence involves multiple courses and/or missed gradable components, please include the Academic Chair on the communication.
- 2) Contact instructor(s) before your return to the course(s) following an absence, to make arrangements 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 lecture, additional lab, tutorial time). Supplemental learning activities may be provided when it is possible and reasonable and are not always going to 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. and 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-



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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 either the faculty or Academic Chair, in alignment with the program handbook.

### Consequences

Consequences for absences that are not excused, not following the procedure and/or are considered to be disruptive behaviour for an assessment may result in a grade of zero being assigned for that assessment, and/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 duration of a course. For a student to be successful in a workplace-integrated learning placement, the student must meet the 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).

In the event that a workplace-integrated learning placement is delayed or terminated due to disruptive behaviour, the School will attempt, within reason, to reschedule the placement following any necessary corrective actions. However, workplace-integrated learning placements are limited and not guaranteed. 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.