

Bon Secours Health System, Inc.
Richmond Region
St. Mary's Hospital
Policy/Procedure

Policy Manual: School of Medical Imaging
Section: Student - Academic

Areas Affected: Students

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POLICY STATEMENT:

Punctual and regular **attendance** to classroom instruction is an essential responsibility of each student.

A student is held responsible for all material covered in class even when absent from the class.

Attendance is mandatory to the Radiologic Technology program orientation.

A student who wishes to observe a religious holiday that will conflict with class responsibilities will follow policy as stated below.

CLASSROOM

A student is responsible for all material covered in class even when absent from class.

TEST/EXAM

A student has 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 makeup test on the day they return to school (didactic class day) during the time posted on the schedule as "Makeup 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 "Makeup 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 hours posted on the course schedule dedicated to "Testing Makeup."

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A student missing over **20% of classes** for a didactic course can be withdrawn from the course by the instructor unless prior arrangements have been made.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.

Student faced with extended absences will be withdrawn from didactic courses. The School does not have a leave of absence policy for didactic courses.

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.

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 in order 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.

RESPONSIBLE PERSONS: Program Administration**Approved by:**

Jody D. Crane, M.A.Ed., RT(R) (BD)

Dean

June 26, 2019

Signature

Title

Date

Approval History:

Committees and Dates: 6/2018

Faculty and administrative review in: 12/2002, 7/2007, 8/2008, 8/2009, 1/2010, 8/2010, 10/2010, 2/2011, 4/2011, 8/2012, 8/2013, 12/2013, 8/2014, 6/2015, 6/2016, 6/2018, 6/2019

DOCUMENTATION: None**REFERENCES:** None