



**Graduate and Undergraduate
Class Attendance
Policy and Procedure**

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Graduate and Undergraduate Class Attendance Policy and Procedure

Policy: Regular attendance and participation are essential components of academic success in nursing education. Due to the professional expectations of the nursing discipline and accreditation requirements, students are expected to attend all scheduled learning activities. Failure to attend scheduled learning activities may affect a student's academic progress and may be addressed according to course policies and university regulations.

Purpose: The Graduate and Undergraduate Attendance Policy and Procedure are intended to:

- Ensure accurate documentation of student participation in all Graduate and Undergraduate College of Nursing courses.
- Support compliance with university policies regarding enrollment verification, add/drop deadlines, and withdrawal procedures.
- Provide accurate attendance records for institutional reporting and accreditation requirements.
- Support emergency and disaster management processes by ensuring the College of Nursing can account for student presence during scheduled academic activities.
- Promote student accountability and professional behaviors expected in nursing practice.

Scope: This policy applies to:

- All graduate and undergraduate students enrolled in College of Nursing courses.
- All faculty teaching courses within the College of Nursing.
- All learning environments including classroom, laboratory, simulation, clinical, and online courses.
- This policy is intended to complement, not replace, other established College of Nursing attendance policies. It should be used in conjunction with related policies, such as the Clinical Absence Policy, which may include additional requirements, procedures, or expectations that must also be followed. In cases where multiple policies apply, students and faculty are responsible for adhering to all relevant policy provisions.

Graduate and Undergraduate Class Attendance

Definitions:

To ensure clarity and consistent expectations, the following terms are used throughout this policy.

Course Delivery Formats

- **In-Person (Face-to-Face)** instruction occurs when students and faculty meet physically in a classroom, laboratory, simulation setting, or other designated campus location at a scheduled time.
- **Online Course** is delivered through digital platforms where course materials, learning activities, and interactions occur electronically rather than in a physical classroom.
- **Hybrid / Blended Course** combines in-person instruction with online learning activities.
- **Synchronous Learning** refers to instructional activities that occur in real time, where students and faculty interact simultaneously (e.g., live Zoom sessions or scheduled virtual class meetings).
- **Asynchronous Learning** refers to instructional activities that do not occur in real time, allowing students to access course materials and complete learning activities within a specified timeframe.
- **Learning Management System (LMS)** is the university-approved online platform used to deliver course materials, communicate with students, and administer learning activities such as assignments, quizzes, discussions, and other course-related tasks.

Core Engagement Terms

- **Attendance** refers to a student being present for a scheduled learning activity in the format designated for the course (e.g., in-person or synchronous online).
- **In-person Participation** refers to observable involvement in course activities demonstrating attention to the learning process (e.g., responding to questions, participating in polls, contributing to group activities, completing in-class work).
- **Online Participation** refers to active engagement in LMS activities (e.g., discussion board posts, quiz completion, assignment submissions). In addition, students are expected to complete all assigned learning materials and instructional content to support academic success.
- **Academic Activity** refers to measurable action indicating student participation, such as submitting an assignment, posting in a discussion board, or completing a quiz. It may or may not be counted towards the overall course grade.

Attendance and Participation Expectations

Students are expected to attend scheduled learning experiences and engage in course activities as part of their professional responsibility.

Attendance itself is not assigned a point value and does not directly contribute to the final course grade. However, participation and completion of in-class academic activities may contribute to the final course grade.

- The in-class activities may include discussions, quizzes, collaborative exercises, reflection activities, or other learning tasks designed to support course objectives.

Because many participation activities occur during scheduled class sessions and involve interaction with peers or real-time engagement, they generally cannot be replicated outside of class. As a result, students who are absent may not be able to make up missed participation credit unless otherwise specified by the instructor.

Attendance in In-Person and Hybrid Courses:

- Attendance is being physically present during scheduled class sessions or other required learning experiences (e.g., lab, simulation, or group activities).
- Late arrival or early departure may be considered partial attendance at the discretion of the instructor.
- Faculty may establish additional attendance expectations within their course syllabi, including:
 - Expectations for participation
 - Policies regarding absences
 - Requirements for makeup work or missed learning activities
- Course policies must align with this College of Nursing attendance policy and with university regulations.

Attendance in Online (synchronous & asynchronous) Courses:

- Attendance is participation and completion of an academic activity that demonstrates engagement in the course LMS.
 - Academic activities may include completing a syllabus quiz, posting an introductory discussion board, submitting assignments, or other instructor-directed learning activities.
 - Logging into the LMS or online meeting platform alone does not constitute attendance.
- Students who do not complete the required academic activity by the specified deadline may be considered non-attending for attendance reporting purposes.

Documentation & Reporting of Attendance

Faculty must ensure attendance is recorded in accordance with university timelines and reporting expectations.

In-Person/Hybrid Course Procedures

For courses conducted in a physical classroom, laboratory, simulation environment, or clinical setting:

- Attendance must be taken during each scheduled class session or learning activity.
- Faculty may determine the method used to collect attendance (e.g., sign-in sheet, electronic polling, LMS check-in, roll call, or other method).
- Faculty are responsible for entering attendance records into the LMS. Attendance records should be entered to LMS by end of business hours each day to ensure accurate reporting.

- Documentation should reflect student presence, absence, or other participation status as appropriate.
- Faculty are responsible for reporting non-attendance according to institutional attendance reporting procedures and deadlines.

Online Course Procedures

- LMS activity records (e.g. assignment submissions, discussion posts, quiz attempts) serve as the official record of attendance.
- Students must complete an initial academic activity by the third day of the course term to establish attendance.
 - Logging into the course platform alone does not constitute attendance.
- The academic activity must occur on or after the official course start date; activities completed prior to the start of the term do not establish attendance.
- Faculty are responsible for reporting non-attendance according to institutional attendance reporting procedures and deadlines.

Disaster and Emergency Accountability Procedures

Accurate attendance records are required to support institutional disaster and emergency management procedures. In the event of an emergency occurring during scheduled academic activities, attendance records may be used to account for the presence of students participating in College of Nursing courses.

Revision History

Revision	Effective Date	Description of Changes	Requested By	Approved By
1.0	5/5/2026 for BSN	Initial Release	Baccalaureate Faculty	Baccalaureate Faculty