

ATTENDANCE POLICY

At Ohio Business College, attendance is taken each class meeting. Students are expected to attend all classes. Ohio Business College does not distinguish between excused and unexcused absences. Each class meeting missed counts as an absence, including any scheduled make up classes.

For diploma programs, attendance is an important part of the PACE calculation in maintaining Satisfactory Academic Progress (SAP). When a student's PACE calculation goes below 67%, the student's graduation status may be in jeopardy.

NOTE: students who are absent, from all classes, two consecutive weeks are considered to be withdrawn from school.

Trades Programs: Required class attendance is 75 percent. Attendance is taken each day and reviewed at the end of each quarter. Verbal warnings will be given to those students who are close to not maintaining the 75 percent attendance requirement.

For the trades programs, the format of courses are a combination of lecture time and lab time. Lecture hours are unable to be made up. Lab hours are able to be made up as long as there is an instructor present. Students should check with the instructor on available lab make up hours.

Students who have less than 75 percent cumulative attendance at the end of any quarter, will be placed on Attendance Probation. Students on Attendance Probation will be placed on an Individual Academic Plan outlining what the student must do to come into attendance compliance. Those students on Attendance Probation have one quarter to regain an acceptable attendance percentage. Students failing to meet the attendance standard by the end of the probationary period, will be terminated.

Nursing Programs: Required class attendance is set at a minimum of 80 percent of clock hours per quarter. Attendance is recorded daily and reviewed at the end of each quarter. A warning will be issued if a student is below 85%, but above the 80% requirement. Students who have less than 80% cumulative attendance at the end of a quarter will be placed on probation. Students placed on probation at the end of the quarter have one quarter to regain an acceptable attendance percentage. Students failing to meet attendance standards by the end of the probationary period will be terminated. The attendance record becomes part of every student's permanent record.

Lab and Clinical Attendance: All lab and clinical hours must be met. Missed lab hours will require completion of an assignment in addition to the make-up of the lab hours. Lab make-up activities must be completed within 2 weeks of the missed lab. It is the responsibility of the student to contact the instructor to schedule makeup hours. Missed clinical time will require completion of a written assignment and the make-up of hours with an alternate clinical experience or assignment of similar scope and quality as the missed clinical learning activity. Makeup clinical hours must be completed within 2 weeks of the missed clinical experience.

Clinical Attendance

Clinical attendance will be evaluated using a point system. Students will accrue points based on the following system:

- ◆ Clinical Absence= 6 points
- ◆ Tardy 1-15 minutes Late= 3 points
- ◆ Tardy 16-30 minutes Late = 4 points
- ◆ For a tardy greater than 30 minutes, students will be sent home and accrue points for a clinical absence.

If a student accrues seven points in any one clinical course, the student will be issued an “Unsatisfactory grade” for that portion of the course resulting in course failure.

Lab Attendance

All lab and clinical hours must be met. Missed lab hours will require completion of an assignment in addition to the make-up of the lab hours. Lab make-up activities must be completed within 2 weeks of the missed lab. It is the responsibility of the student to schedule the hours with the lead faculty teaching the course. If a student does not meet the required lab hours, the student will be issued an “Unsatisfactory grade” for that portion of the course resulting in course failure.

For the purpose of PN310: Practical Nursing Care of the Reproducing Family and PN 430: Practical Nursing Care of Children, Ohio Board of Nursing recognizes simulation as an appropriate clinical replacement experience and therefore, the laboratory portion of these courses will follow the clinical attendance policy. (See above)

Attendance in all learning experiences is expected. In the event of an absence, it is the responsibility of the student to make up missed work. The faculty must be notified of any absence prior to the start of the class being missed, or as soon as safely possible. The faculty and student will work together to ensure the student receives instruction on the missed content.

Attendance Probation: Students placed on Attendance Probation for not maintaining 75 percent cumulative attendance have one quarter to regain an acceptable attendance percentage. Students failing to meet the attendance standard by the end of the probationary quarter, will be terminated. If a student was on attendance probation one quarter but has progressed towards coming into compliance but not quite there, they will remain on attendance probation one more quarter. Students failing to meet the attendance standard by the end of the probationary quarter, will be terminated. If a student is terminated due to not meeting attendance percentage but had mitigating circumstances, they have the opportunity to appeal.

Attendance Appeal

Students who had excessive absences and were withdrawn from a class or classes due to mitigating circumstances, including but not limited to: a serious illness, severe injury to them or an immediate family member, or death in the family may appeal to be reinstated. To be considered for reinstatement, the following steps will be taken:

- Student will meet with the Registrar to complete the Student Reinstatement Form.
- Student will provide acceptable documentation, as determined by the Campus Director, regarding the absences.

- The appropriate faculty member will determine if the student is able to complete all the required missing assignments.
- The Campus Director will review all documentation and make a final determination for reinstatement.

The Campus Director will make their decision within three (3) days of receiving the Student Reinstatement Form and all documentation.

NOTE: If, at any point, it is mathematically impossible for the student to regain good Attendance Standing, they will be withdrawn from the program *at that point* and no longer permitted to continue classes. For those VA students, a report will be submitted to the VA to terminate their VA Educational Benefits. For the student, this may create a debt with VA. VA will not pay for any make-up hours.

Students dismissed as a result of non-attendance may restart their training program one time with a reinstated academic record and prior approval of the Campus Director and/or Training Manager but not before the start of the next grading period, which is defined as one week.