

**BSN Program Guideline: Attendance Expectations & Processes**

**Last updated:** July 2025

**UBC BSN Program Guidelines: Attendance Expectations & Processes:**

**Application:** These guidelines apply to all students enrolled in the BSN program and all faculty teaching in the BSN program courses.

**Purpose:** These guidelines provide clear details of attendance expectations for students in the BSN Program at UBC Vancouver based on UBC and School of Nursing policies, as well as BCCNM's Professional Standards. Expectations of faculty related to attendance tracking are also outlined.

**Context:**

UBC Vancouver's BSN Program adheres to the campus-wide policy on attendance: "Regular attendance is expected of students in all their classes (including lectures, laboratories, tutorials, seminars, etc.)...Any request for academic concession, including concession for missed attendance, must be clearly expressed" as soon as possible following the process described below (<https://vancouver.calendar.ubc.ca/campus-wide-policies-and-regulations/attendance>).

Attendance at all learning activities is essential for health professional students and is required of nursing students. At UBC SoN, learning activities include theory courses, labs, simulations, clinical practice, and other opportunities such as interprofessional workshops, etc. On time attendance and active participation in each of these contexts provides its own unique benefit.

Attendance in theory courses allows for interactive learning activities and rich, collaborative discussions that deepen critical thinking while linking theory to practice. For example, in theory courses, faculty and guest instructors provide a synthesis of evidence on a given topic and describe application to clinical practice, while situating learning within the overarching healthcare system. Instructors also share valuable experiences and perspectives from their nursing practice, deepening students' understanding through shared examples of practical application.

Clinical skills labs and simulation provide students with a safe, structured environment to develop psychomotor skills, critical thinking, and clinical judgement before entering high-stakes clinical settings. These learning spaces support deliberate practice, feedback, and reflection, helping students build confidence, competence, and safety prior to working with real patients.

Attending clinical practice and actively engaging in every opportunity to apply evidence-based knowledge in real-world settings allows students to meet program competencies while gaining exposure to the complexity and diversity of healthcare. These experiences deepen learners' understanding of patient care across varied health and patient contexts and prepare them for the realities of professional practice.

Collectively, these experiences are opportunities for nursing students to develop the knowledge, skills, and attitudes required to be safe and ethical healthcare practitioners and to build the competencies necessary to enter professional nursing practice.

**Expectations:**

In the BSN Program, attendance expectations are as follows:

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- Attendance is required in all classes and clinical practice experiences, including lectures, laboratories, simulations, clinical practice shifts, etc.
- Students are expected to make every effort to arrive on time and ready to actively engage in all learning experiences.
  - Some courses have late arrival policies; please carefully review each course syllabus for details of course-specific expectations.
- Attendance is monitored across all learning contexts.
  - Faculty will select methods of attendance monitoring that best fit the context of their course.
- Students must use the [Academic Concession Request System \(ACRS\)](#) to report absences in all courses (theory, lab, clinical) to their course lead(s).
  - ACRS requests are received by the Course Lead(s) as well as the BSN Program Coordinator.
  - The BSN Program Coordinator, on behalf of the Student Progression & Academic Standing Committee (Progressions Committee), keeps track of absences and concession requests across courses throughout the BSN program.

### **Processes & Rationale:**

In UBC's accelerated BSN program, missed learning experiences are missed opportunities for gaining new knowledge, consolidating developing knowledge, and steadily building towards entry-level nursing competency.

On time attendance and active engagement demonstrate professional responsibility and accountability and is expected of all students.

As a program, we aim to proactively work with students if situations arise that impact their ability to be fully present for learning experiences. Therefore, we follow the following processes:

- Any student who misses more than two (>2) scheduled learning experiences\* in a course will be referred to the Progressions Committee for review and follow up.
  - \*Learning experiences refer to classes, labs, standardized simulation learning, clinical practice shifts, or other planned learning sessions such as Interprofessional Education workshops, etc.
  - *Please note, in NURS 427 (preceptorship) students must complete 312 hours of practice. Any missed clinical time must be made up in full.*
- Repeated absences from learning experiences will be evaluated by the Progressions Committee on a case-by-case basis to determine whether additional supports are needed or if there are concerns with professionalism and accountability as described in the policies and guidelines identified below.
- The Progressions Committee will communicate with the student about potential impacts of repeated absences on academic standing and progression through the BSN program, as well as expectations to remain in good standing.

Please see the following related BSN Policies & Guidelines:

- [BSN Professional Conduct Policy](#)
- [Grading of Practice Learning Experiences](#)
- [Guidelines for Professional Responsibility & Accountability for Students in the BSN Program](#)
- [Progression & Advancement in the BSN Program Policy](#)

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Additionally, the following health professional program policies & guidelines were consulted in the creation of this document:

- [UBC Faculty of Medicine Attendance Policy and Absence Procedure](#)
- [UBC Pharmaceutical Sciences Academic Regulations \(Attendance\)](#)
- [UBC Midwifery Program Attendance Policy](#)

**Document management:**

- **Owner:** UBC BSN Program Leadership Team
- **Content manager:** Associate Director, Undergraduate Programs
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(Guideline Template: <https://www.auckland.ac.nz/en/about-us/about-the-university/policy-hub/policy-development-review/document-templates/guidelines-template.html>)