



**The Scholars College of Nursing and Health Science**

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## Attendance Policy

The Scholars College of Nursing and Health Sciences

### Objective

To define minimum attendance requirements, ensure regular student participation, and maintain academic standards at The Scholars College of Nursing and Health Sciences.

### Scope

This policy applies to all students enrolled in academic programs at The Scholars College of Nursing and Health Sciences.

### 1. Minimum Attendance Requirement

All students are required to maintain a minimum of **80% attendance** in both theoretical classes and clinical/practical sessions.

Failure to meet the minimum attendance may result in ineligibility for examinations or academic penalties.



## 2. Attendance Monitoring

- Attendance is recorded daily by faculty in both classroom and clinical sessions.
- Monthly attendance reports will be shared with students and department heads.
- Students must check and verify their attendance records regularly.

## 3. Leave Types

### a) Casual Leave

- Eligible for limited number of days as approved by administration.
- Students must submit leave requests prior to absence.

### b) Medical Leave

- Requires a valid medical certificate from a certified practitioner.
- Medical leave longer than two days must be supported by official documentation.

### c) Special Leave

- Extended leave may be granted under exceptional circumstances with written approval from Principal or Director.

## 4. Short Attendance Consequences

- Students with less than 80% attendance may not be allowed to appear in exams.
- Repeated short attendance may lead to academic probation or required repetition of the course.

## 5. Leave Approval Procedure

- All leave applications must be submitted to respective Head of Department (HOD) or Division Head.
- Emergency leave must be communicated immediately to the concerned faculty or administration.

## 6. Reporting Absences

- Students must inform faculty or department office in advance regarding any absence.
- Failure to inform may be treated as **unauthorized absence**, affecting attendance percentage.