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Responsible Unit: Office of the Principal & Vice President, Academic NB
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Attendance and Enrollment Policy

Purpose

This policy establishes a clear and consistent framework for attendance, participation, enrollment, registration, and related academic expectations at Yorkville University ("Yorkville"). It supports student academic progress by setting expectations for participation in courses and by establishing requirements relating to course registration, scheduling, course overloads, auditing, transfer, readmission, acceptance, leaves of absence, and program-specific attendance requirements for the Bachelor of Science in Nursing (BScN) program.

Scope

This policy applies to students enrolled in Yorkville's Bachelor of Science in Nursing (BScN) program and to faculty, academic leaders, and administrative units responsible for attendance, enrollment, registration, academic advising, financial-aid communication, and related student records within the BScN program. It establishes requirements for attendance, participation, punctuality, laboratory and simulation activities, clinical placements, preceptorships, registration, course scheduling, auditing, transfer, readmission, leaves of absence, and other related enrollment matters applicable to BScN students.

Definitions

"Absence" **–** Being unable to be present for, or participate in, required academic or nursing practice activities related to a course.

"Attendance" **–** Participation in scheduled or required academic activities. In online courses, attendance is demonstrated through the timely completion of weekly assignments and timely responses to instructor communications, including email and LMS messages. In on-campus courses, attendance is monitored daily and includes appropriate responsiveness to instructor communications.

"Audit" **–** Enrollment in a course for learning experience without receiving a grade or academic credit, subject to the requirements of this policy.

"Co-Requisite" **–** Two or more courses that must be taken simultaneously in the same module.

"Course Overload" **–** Enrollment in more than the recommended number of courses in a module.

"Excused Absence" – An absence arising from unavoidable or extenuating circumstances, such as personal injury or illness or a death in the immediate family. Supporting documentation may be required. The Dean or nursing faculty member determines whether an absence is excused and any required make-up plan.

"Laboratory" – A setting in which students are introduced to new competencies, practice previously learned skills, and may be evaluated on skills learned in a related theory course.

"Leave of Absence" – An approved period during which a student is not required to register, and no fees are assessed, subject to eligibility requirements and the conditions in this policy.

"Make-Up" – Completion of required hours or content not completed because of absence or tardiness in theory, laboratory, simulation, clinical, or preceptorship activities.

"Module (mod)" – An academic instructional period used for course scheduling, registration, and progression.

"Non-participating" – A status that may apply when a student does not attend class, complete required weekly assignments, or otherwise meet course participation requirements.

"Professional Standards" – The range or benchmark of acceptable performance and competencies, including knowledge, skills, and attributes, required for safe professional practice.

"Tardiness" – Arriving after the designated start time, returning late from breaks, or leaving early from required theory, laboratory, simulation, clinical, or preceptorship activity.

Policy Statement

Roles and Responsibilities

Responsibility for implementing this policy lies with the Registrar and Academic Leadership, with the Dean having oversight responsibility. For BScN-specific attendance requirements, Nursing Faculty are responsible for implementation, and the Dean of Nursing, or designate, has oversight responsibility.

General Principles

Yorkville will communicate attendance and enrollment requirements to enrolled students. Students are responsible for understanding and meeting the requirements of their program, course syllabi, this policy, and any applicable program-specific requirements.

Yorkville is committed to a respectful, discrimination- and harassment-free learning environment and to equitable access to education. Accommodation and accessibility supports will be provided in accordance with applicable provincial human rights legislation. Accommodations do not reduce academic standards or alter essential course or program requirements.

Students with permanent, episodic, or temporary disabilities or medical conditions may access individualized accommodations and accessibility supports. Yorkville also supports students' mental health and well-being and will make appropriate support resources available.

Attendance and Participation

In online courses, attendance and engagement are demonstrated through the timely completion of weekly assignments, participation in required course activities and discussions, and appropriate responsiveness to faculty communications, including email and LMS messages. Students are expected to participate consistently throughout each module and to meet all course-specific participation requirements. Online participation is monitored weekly. Failure to meet required participation expectations may result in the student being classified as absent and may affect continuation in the program and eligibility for government student financial assistance.

For on-campus courses, attendance is monitored daily.
Students are expected to:

- Attend all classes, laboratories, simulations, tutorials, clinical/preceptorship placements, and other required class meetings.
- Arrive on time and actively participate in both on-campus and distance education courses.
- Complete all assignments and other course requirements.
- Notify the faculty member as early as possible when an absence is known in advance so that appropriate arrangements are considered.

Because of the compressed nature of the module, absence from more than ten percent (10%) of a course, including clinical placement time, may be considered unacceptable for course completion. A student is required to make up missed work or withdraw from the course. A determination regarding continuation in a course due to absence is made by the Dean or Designate.

Students who do not attend class, complete necessary weekly assignments, or meet other class requirements are considered non-participating. Grades or course completion may not be issued where course requirements are not met.

Students who anticipate difficulty meeting attendance requirements are expected to communicate with the University as soon as possible. Where a student misses class for medical or other extenuating reasons, a leave of absence or other appropriate academic arrangement may be considered in accordance with this policy and applicable University requirements.

BScN Attendance, Punctuality, and Make-Up Requirements

BScN students are required to maintain one hundred percent (100%) attendance in theory courses, laboratories, simulations, clinical placements, and preceptorships. The ten percent (10%) threshold identified in this policy is an escalation and course-completion threshold and does not permit students to miss up to ten percent (10%) of required course time.

Absence from more than ten percent (10%) of a BScN course, including clinical placement time, may be considered unacceptable for course completion. A student may be required to make up missed course requirements or withdraw from the course.

A student who has missed more than ten percent (10%) of a BScN course due to an excused absence may be considered for a deferral of module work and participation in an alternative experience, subject to the availability of resources. To be eligible, the student must meet the applicable criteria for an Incomplete (“IC”) as outlined in the Student Handbook. Eligibility and any

required make-up or alternative experience will be determined by the Dean or nursing faculty member.

Tardiness, including arriving late, returning late after breaks, or leaving early, will be counted toward missed theory, laboratory, simulation, clinical, or preceptorship time.

BScN students are required to make up all missed practice, including laboratories, simulations, clinical placements, and preceptorships, regardless of the reason for the absence. Students who have missed any laboratory, simulation, clinical placement, or preceptorship must consult the appropriate faculty to identify when required make-up time will occur.

A student who is required to leave a laboratory, simulation, clinical placement, or other required learning activity due to non-compliance, including non-compliance with dress requirements, will be considered absent for that learning activity. Any time missed as a result is considered missed practice time and is subject to the applicable make-up requirements.

Time missed as a result of an incident or accident, including time required to report the incident, obtain medical assessment or treatment, or complete required follow-up, is considered missed practice time and remains subject to the applicable make-up requirements of this policy. Where an incident or accident results in a need for a significant period of absence, students should refer to Section 16.0, Leave of Absence.

All make-up laboratory requirements must be completed before the student attends the final laboratory evaluation. A student who misses a scheduled make-up laboratory may be referred immediately to the Faculty of Record and appropriate academic leadership for follow-up.

Faculty must address attendance concerns as they arise. Where a student's cumulative absences exceed ten percent (10%) of a course, the concern must be escalated to the appropriate academic and clinical leadership, which may include the Associate Dean, Clinical Placement Coordinator, and Simulation and Lab Coordinator.

The Dean or Designate may require a student to provide a written explanation and reasonable supporting documentation for an absence, including medical documentation where appropriate. A student may be referred for remediation.

Removal from a theory course results in immediate removal from any co-requisite laboratory, simulation, clinical placement, or preceptorship component. The student must meet with the Dean or designate to discuss the student's program progression plan.

BScN Clinical and Preceptorship Requirements

Completion of required clinical placements and preceptorships is mandatory for BScN students. Clinical placements and preceptorships may be scheduled during days, evenings, nights, or weekends. Students must attend the schedule assigned by the University, placement site, or preceptor.

Attendance at all scheduled clinical placements and preceptorships is mandatory. Students must attend the full assigned shift unless otherwise authorized and must make up all missed clinical and preceptorship hours, regardless of the amount of time missed or the reason for the absence. Approved make-up may include simulation, attendance at another clinical facility, or another

alternative clinical experience, as determined by the Nursing Program. Absences totaling more than ten percent (10%) of the required clinical or preceptorship hours may result in course failure, subject to approved excused absences, deferrals, and make-up or alternative clinical experiences.

A student who is unable to attend a scheduled clinical or preceptorship shift must notify the appropriate University and placement-site contacts in accordance with the established clinical absence reporting procedure. Notification must occur at least two (2) hours before the scheduled shift where reasonably possible, or as soon as possible in an emergency.

Clinical placement rotations are generally twelve (12)-hour shifts, except where program requirements specify otherwise. NU135 and NU315 use eight (8)-hour shifts, and NU460 follows the assigned preceptor schedule. Students and faculty are expected to arrive at the clinical placement site at least fifteen (15) minutes before the scheduled start time to organize the clinical day and be ready for report.

Break periods will vary according to the length and requirements of the clinical day. Breaks may not be scheduled at the beginning or end of a shift. Students and faculty must remain on site for the full clinical shift unless otherwise directed or authorized.

The BScN preceptor practicum includes 190 total hours, consisting of 45 hours and 145 hours, during which the student works with a staff nurse. During preceptorship, the student must follow the preceptor's schedule, which may include day, evening, night, and weekend shifts.

Out-of-Class Coursework

Students are required to complete out-of-class assignments, which may include reading, exercises, problem-solving, projects, research, papers, and presentations. Students can anticipate approximately two (2) hours of out-of-class activity for every one (1) hour of lecture.
Out-of-class assignments may be graded and included in the final course grade. The course syllabus identifies the criteria used to determine the final grade.

Class Size

Class size is determined based on operational enrollment and projection assessments, taking into consideration factors such as course delivery format, available instructional resources, faculty capacity, classroom or laboratory space, program requirements, and the learning needs of students. Enrollment levels may therefore vary by course and term based on operational and academic considerations.

For courses involving clinical instruction, required student-to-faculty instructor ratios will be maintained to support appropriate supervision and learning. Clinical placement rotations have a maximum ratio of eight (8) students to one (1) faculty instructor, and clinical laboratory courses have a maximum ratio of eleven (11) students to one (1) faculty instructor.

Course Scheduling

Courses may be scheduled Monday through Sunday in the morning, afternoon, or evening and may be delivered online or on campus. Course days and times may vary by program and may change from module to module. BScN clinical and preceptorship scheduling is governed additionally by section 5.0 of this policy.

Course Cancellations
Courses may be cancelled if minimum enrollment is not met or for other administrative reasons. Students will be notified as quickly as possible. A full refund will be issued, or the student's payment may be retained and applied to the next offering on the same topic selected by the student.

Registration and Add/Drop
Students are registered for courses by the Registrar's Office. The Registrar provides a prospective program schedule and identifies the courses to be taken in each module through graduation.

Students are notified four (4) weeks in advance of the courses they are expected to take in the next module. Students confirm their schedule with the Registrar's Office and may request revisions before the module begins. Courses may be added or dropped without penalty within the first five (5) days after the module starts.

Course Overload Requests
A course overload occurs when a student requests to take more than the recommended number of courses in a module. Students must obtain formal approval from Nursing Academics and the Office of the Registrar by completing an Overload Request Form. The request must be submitted twenty-one (21) days before the start of the applicable module. An approved overload may result in additional tuition or other applicable fees, and course-repeat fees may also apply.

To be eligible for consideration of a course overload, a student must meet the following criteria:

- Have a minimum cumulative grade point average (CGPA) of 3.5.
- Have completed a minimum of two (2) modules at Yorkville.
- Have no outstanding Incomplete grade in any course.
- Have no failed (F) or withdrawal (W) grade in the previous two (2) modules.
- Not be on academic warning or academic probation under Yorkville's Satisfactory Scholastic Standards (SSS).
- Meet all prerequisite requirements for each requested course.
- Request a course that is already being offered in the applicable module.

The requirement that a student have no failed (F) or Withdrawal (W) grade in the previous two (2) modules may be waived where an overload is necessary for the student to repeat a required course and remain on track for program completion.

Overload requests are reviewed by an ad hoc committee composed of one member from each of the Registrar, Student Accounts, Financial Aid, and Academic Leadership areas. The committee provides a recommendation to the Registrar within fourteen (14) days of submission. Course overloads are exceptional and may not be approved.

Auditing Courses
A student may audit a course where space is available. The audit fee is $150.00 per course, plus any applicable laboratory fees, payable in full before the course begins and non-refundable. Financial aid is not available for audited courses. Unless otherwise specified for nursing readmission, an auditing student is not required to participate in quizzes, tests, or examinations, and no grade or academic credit is awarded. For BScN readmission purposes, an audit may

include mandatory participation in course assessments and required practice activities, although no academic credit or final grade is awarded.

Where a student previously received credit for a course at least one (1) year earlier, the student may audit the course, including theory, laboratory, simulation, and/or clinical components, before continuing to the next level. A student seeking to convert a previously audited course to credit may take a proficiency examination.

A student seeking to return to the BScN program after a leave of absence or dismissal of more than one (1) year must audit the immediate prerequisite nursing course for the course to which the student is requesting to return. The student must complete all quizzes and examinations and attend all required simulations, clinical experiences, and laboratories. A student seeking to return to NU180 must audit both NU135 and NU145.

Transfer Students and Transfer Credit

transcript from the previous institution to be sent directly to Yorkville. Transcripts carried, mailed, or otherwise submitted by the student or applicant are not considered official. Transfer credit is evaluated by the Registrar's Office and the Dean to determine whether minimum grade and course requirements have been met.

Transfer credit may be considered from an institution of higher education accredited or recognized by the applicable provincial regulatory authority or department of education. Courses must be comparable in scope, content, and credit value to Yorkville courses. Where credit-hour systems differ, a subject matter expert will confirm at least eighty percent (80%) alignment with the equivalent Yorkville course.

A student may receive transfer credit for no more than fifty percent (50%) of the total credits required to complete the program. The remaining program credits must be completed at Yorkville.

Courses must be at the 100 level or higher and completed with a grade of 74% or higher, or the equivalent. Core Concentration coursework and general science coursework must be no older than ten (10) years. Anatomy and physiology and microbiology courses must be no older than five (5) years, unless the student's continued use of the subject matter in practice is accepted.

Course prerequisites and sequencing must be observed. Partial credit for a course will not be granted; however, similar courses may be combined to permit full transfer credit.

A student who completed a bachelor's degree before transferring may receive transfer credit, without a time limit on the completed degree, for courses appropriate to the discipline and applicable to the program in which the student is enrolling.

Where quarter credits must be converted to semester credits, quarter credits are divided by one-and-a-half (1.5).

Yorkville must receive the official transcript in English or French before the scheduled start date of the applicable course. Where prior equivalency has not been established, the Dean or a qualified subject matter expert will evaluate the coursework. Students may be required to provide a catalogue, course description, syllabus, or other supporting documentation. Transfer credit evaluation must be completed before the student begins the course for which transfer credit is

requested. Transfer credit will not be awarded for a course in which the student is currently enrolled.

Readmission

A student seeking to re-enter Yorkville after an absence of six (6) or more consecutive modules, equivalent to one (1) year, must submit an updated Application for Admission. A readmitted student must complete the academic requirements of the program under which the student is readmitted.

A Yorkville graduate returning to complete a new program of study or continue their education must also submit a new Application for Admission.

Acceptance

The University will notify an applicant of an admission decision after the application and application fee, or an approved fee waiver, are received and the applicant has achieved the required entrance examination score or qualifies for an exemption. Offers of admission are conditional upon receipt of all required admission documents and compliance with applicable admissions policies.

Leave of Absence

A student whose circumstances prevent continued participation in the program may apply for a leave of absence. A leave of absence may affect financial aid and/or student loans.

If granted, a leave of absence is a period during which the student is not required to register, no fees are assessed, and the approved leave period is not counted toward the maximum time permitted for degree completion. A leave of absence must meet applicable eligibility criteria.

A leave request is made to Registrarial Services and is forwarded to the Dean for decision. A student may normally receive only one leave of absence during a degree program, and a leave will normally not exceed twelve (12) months.

A student requesting a leave of absence must complete a Leave of Absence Form before the start of the module. The request must be in writing and identify the intended return date and reason for leave. On return, the student must resume the program at the same point at which the leave began.

Because some courses are offered in sequence or only once per year, a leave of absence, whether approved or unapproved, may delay the student's expected graduation date and may affect financial aid.

Equity, Diversity, Inclusion, and Accessibility

The University promotes a respectful, discrimination- and harassment-free learning environment grounded in equity, diversity, and inclusion, with equitable opportunities for individuals from all backgrounds to pursue an education. Equitable access may require different supports for individuals and groups experiencing attitudinal, historical, social, or environmental barriers related to age, ethnicity, disability, economic status, marital status, family status, Indigenous identity, nationality, race, creed/religion, gender, sexual orientation, gender identity, or gender expression.

Accommodations and accessibility supports are provided in accordance with applicable provincial human rights legislation. These supports enable students to demonstrate their knowledge and skills and meet essential program requirements without reducing academic standards or altering those requirements. Students with permanent, episodic, or temporary disabilities and medical conditions may receive individualized accommodations, assistive technologies, barrier-removal supports, and other resources to support course and program completion.

The University also promotes mental health and well-being through free webinars, literature, 24/7 online and telephone mental health resources, a well-being online tool, and confidential counselling for students and their family members through Homewood Health.

The Student Services Department supports students and faculty in developing accessible learning environments and individualized accessibility and accommodation plans that promote academic success.

Related Information

- *Grading and Scholastic Requirements Policy - Nursing*
- *Leave of Absence Form - Nursing*
- *Student Handbook – Nursing*

Contacts

For questions regarding this policy, please contact:

Department/Office Name: Office of the Principal & Vice President, Academic NB
Email: VPANB@yorkvilleu.ca

Note: Names and structures of Yorkville offices or governing bodies may change over time. Such changes do not affect the validity of this policy. To confirm the current responsible office or body, contact the Office of Regulatory and Government Affairs at academicgovernance@yorkvilleu.ca.

Revision History

Version Code	Date	Summary of Changes	Authorized by (Title)
1.0	October 30, 2026	New policy	Provincial Senate – New Brunswick