

Attendance Policy

All nursing program attendance practice policy requirements are based on the belief that a student can profit from this program only if they attend regularly, actively participate in class/clinical learning activities, and are adequately prepared for learning experiences.

Classroom, skills lab, and clinical attendance are expected of all students. All absences are to be communicated directly by the student prior to class by contacting the instructor or the department secretary. Any absences anticipated by the student are to be discussed with the instructor ahead of time. Absences that are not communicated in this manner will be considered unexcused and are subject to disciplinary action including dismissal from the program. It is the student's responsibility to obtain lecture notes, handouts, and assignments for the day(s) absent from class.

A medical clearance is required for all illnesses or health conditions that put the student or faculty, classmates, and patients at risk. Additionally, the student will need to obtain a doctor's clearance to be able to resume their clinical rotation following an illness or health condition that puts the student, faculty, classmates, or patients at risk.

Challenging Attendance: Students have one week after attendance is posted to discuss any tardies or absences that they feel are discrepancies. After one week, attendance will be reposted and will not be changed. (See Instructor)

Instructor Initiated Drop: An instructor initiated drop will occur in all nursing courses when four class sessions have been missed in nursing theory, or 24 hours or greater of clinical time is missed. For example, with a course that has two days a week of theory, the drop occurs with the fourth theory absence. A student who receives an instructor initiated drop in one course will also be dropped from any co-requisite course(s).

Failure of one course requires withdrawal from any co-requisite course(s) and student's grade will be a failure in all courses.

TARDY/ABSENCE POLICY

Tardy: In theory classes, a student will be considered tardy if the student arrives after content instruction has begun. On the fourth incident of tardiness, and with all future tardiness, the student will be considered absent.

In the clinical setting, students who arrive late, but within fifteen minutes of the stated start time of clinical, will be considered tardy. They may be allowed to stay and

participate in clinical at the teacher's discretion. On the fourth incident of tardiness, and with all future tardiness, the student will be considered absent.

Students who arrive between 15 and 30 minutes late for their clinical experience will be considered absent, but may be allowed to stay and participate in clinical. Students who arrive more than 30 minutes late will be considered absent and will not be allowed to stay and participate in clinical.

In **theory classes**, a student will be considered absent when:

- (1) They do not come to class at all for the day.
- (2) Starting with their fourth tardy, that tardy and all further tardiness will be considered an absence.
- (3) The student leaves class 30 or more minutes prior to the scheduled end of class without prior approval of the instructor.

In the **clinical setting**, a student will be considered absent when:

- (1) They do not come to clinical at all for the day.
- (2) They arrive more than 15 minutes after the stated start time of clinical.
- (3) Starting with their fourth tardy, that tardy and all further tardiness will be considered an absence.
- (4) They leave clinical 30 or more minutes prior to the scheduled end of class without prior approval of the instructor.

The student will be required to make up any time lost in the clinical setting. Lost clinical time will be made up by using case studies or other methodologies. The student cannot accrue points for the case studies, but this will be required for the student to make-up for any lost time.

All clinical absences will result in a decrease in clinical participation points, as outlined below:

- First clinical absence decreases clinical points by 5%
- Second clinical absence decreases clinical points by 10%
- Third clinical absence decreases clinical points by 20%
- An instructor initiated drop will occur in all nursing courses when four class sessions have been missed in any one course, or **24 hours** or greater of clinical time is missed.

Since the fourth semester includes a preceptorship, the fourth semester point deductions and absences policy varies from the above. Please see the syllabi for additional information.