Nursing Attendance Practice Policy

The Nursing Programs 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 is 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 doctor's clearance is required for all illnesses or health conditions that put the student or faculty, classmates, and patients at risk.

Instructor Initiated Drop: an instructor initiated drop will occur in all nursing courses when four class sessions have been missed in any one course. 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 need to withdraw from any corequisite course(s).

Withdrawal from any course requires concurrent withdrawal from corequisite course(s).

TARDY/ABSENCE POLICY:

Tardy: In theory classes, a student will be considered tardy if the student arrives after content instruction has begun. The student will need to wait until the next break to enter the class. 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 will be allowed to stay and participate in clinical. 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 will 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.

Absence: 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; or,
(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) arrive more than 15 minutes after the stated start time of clinical,
(3) are tardy after the fourth tardy (all further tardiness will be considered an absence),
(4) or leave clinical 30 or more minutes prior to the scheduled end of class without prior approval of the instructor.