

Attendance Policy

As professionals, students must be responsible for their own learning experiences. You are responsible to make the most of all educational opportunities. This is a mark of professionalism. Attendance in class reflects your dedication and the value you place on your chosen profession. **Students are required to attend all scheduled classes, clinical days and/or events. It is the student's responsibility to ask about makeup work, assignments or test with faculty.** The requirements noted in each course syllabus shall take precedence over this handbook.

Excused absences

- Will be considered with **supporting documentation**, submitted prior to the absence or prior to returning to class.
- If the absence is approved as excused it will not count against the student's attendance
- Examples of excused absences include the following: student illness, death of a student's immediate family member (spouse, child, parents, stepparents, grandparents, siblings), court appearance, accident, jury duty, hospitalization or other extenuating circumstances.
- The instructor and program chair will determine if the absence is excused or unexcused.

If a student has a total of unexcused absences beyond three days combined for clinical, class or campus events this can result in dismissal from the program.

Unexcused absences will result in progressive discipline.

Theory

Regular and timely attendance in theory classes is considered essential if students are to receive maximum benefit from the nursing courses. ***It is at the instructor's discretion only, whether a student who is tardy may be allowed to complete a scheduled quiz or test.*** Students are responsible for obtaining any missed information **after** class. It is also at the instructor's discretion to determine what percentage of theory can be missed in an individual course and how that percentage will affect the final grade in the course. ***It is also at the instructor's discretion if makeup work from an absence in the theory class will be able to be completed. (See individual course syllabus)***

Clinical

Missed practicum experiences may seriously affect the student's ability to meet the course objectives and may jeopardize the student's grade for the course. Each student must be responsible for their own learning experiences. It is your responsibility to make the most of all educational opportunities.

Attendance in class is a reflection of your dedication and the value you place on your chosen profession. We, the faculty, expect you to attend **ALL CLASSES AND CLINICAL EXPERIENCES.**

The student is responsible for knowing the attendance policy for each course or practicum level. The instructor supervising the practicum experience will keep practicum attendance daily. Practicum days are twelve (12) hours unless otherwise stated. The student is responsible for notifying the practicum instructor at least 1 hour prior to the beginning of the shift if they are not

going to be present for the practicum experience. “Sending word” by another student is not acceptable. If the appropriate procedures are not followed, the absence will be considered a No Call/No Show. ***An incident of no call/no show is grounds for dismissal from the program.***

The maximum number of practicum days/ hours missed cannot exceed (16) hours. The student will be given a written warning after the first 8 hours missed. If the student misses greater than 16 hours he/she may be dropped from the practicum course. ***(See section on Missed Clinical)***

Tardy Policy

Regular and timely attendance, in theory classes and clinical, is considered essential if students are to receive maximum benefit from the nursing courses. The individual course syllabus will identify the tardy policy for classes. The student is considered tardy if he or she arrives at the practicum site more than 15 minutes after the scheduled start time. Excessive ***tardiness (greater than (2) two)*** will result in the student not be allowed to remain in the practicum area for that day. This day would then be considered an absence and be reflected on the student’s practicum evaluation and grade for the practicum portion of the course.

If the student has **three tardy** incidents for any of the scheduled class or clinicals this will be considered an unexcused absence.

Missed Exams/Quizzes

The course syllabus will provide information for each course and the instructor’s policy for missed exams and or make-up. *The ability to make up a quiz or exam is at the instructor’s discretion and will be stated in the course syllabus as well as the timing and grading for the missed work.*

Missed Clinical

Missed practicum experiences may seriously affect the student’s ability to meet the course objectives, and therefore may jeopardize the student’s grade for the course. The instructor responsible for the experience must excuse practicum absences. Absences will be excused only for reasons beyond the student’s control, such as personal illness or death of an immediate family member. Practicum absences will have to be made up by the student.

Specific requirements will be stated in the syllabus for each course. For clinical rotations, an absence will result in a makeup assignment or a makeup day. Makeup assignments will equal the number of clinical hours missed. Assignments may vary by instructor and clinical area. Failure to make up clinical assignments will result in failure of the course. The student is responsible for contacting the instructor regarding makeup assignments prior to missing the clinical day or on the first day back to clinical.

B. Guidelines for Make-up Practicum

1. If a student must be absent from practicum, the student must notify the practicum instructor **prior** to the time the practicum experience is scheduled.
2. Efforts will be made to place the student in another corresponding clinical day to meet

program objectives.

3. The practicum instructor will determine appropriate makeup work.
 - a) Students will receive written instructions regarding the make-up assignment for the missed clinical day. If written instructions are not given, then faculty will document in the student file what instructions were given and the student will sign the file noting that the instructions were received.
 - b) If the absence was determined to be unexcused by the instructor, then the student will still be required to make up the work to meet the course objectives. However, the submitted work may result in reduced credit or a zero. This will be at the discretion of the instructor for the course.
 - c) The make-up assignment must be completed by the deadline given, but this will not erase any of the missed hours the student was not in attendance at practicum

A practicum facility may require an orientation to its properties for the students and practicum faculty. The orientations are scheduled with the facilities and in most instances are only scheduled once each semester at the time given by the practicum agency. Each student is expected to attend these orientations. If a student misses an orientation to a facility, they will not be able to complete practicum rotations at that facility *until that orientation is completed. Rescheduling an orientation may not be an option. This is at the discretion of the practicum instructor and the nursing facility.* Missing the orientation may disqualify the student for clinical.

Specific requirements and objectives for each practicum level will be stated in the syllabus. Practicum hours are kept by the practicum instructors and totaled.

All excused or unexcused practicum days must be made up.

If the student is going to be absent for a practicum assignment, the student must notify the practicum instructor. This must be done at least **1 hour** prior to the time the practicum experience is scheduled or will result in a no call/no show. Two no call/no show absences are grounds for dismissal from the program.