

**Revised Date**

November 2014 \_\_\_\_\_

**I. Statement of Policy:**

Students who have missed time from clinical experiences will be required to make-up the time as determined by the Instructor.

**II. Scope:**

Students enrolled in the School of Nursing

**III. Procedure:**

- A. Attendance at classroom and clinical experience is mandatory.
- B. If absence is necessary due to illness or unforeseen circumstances, the following will apply:
  - a. Documentation of Absences – The Director will be notified by the Instructor of any absences from clinical experiences as they occur, and they will also be noted on the student’s clinical evaluation form.
  - b. Student must notify the Instructor, nursing supervisor, or the clinical site (if applicable) at least two hours prior to the start of the clinical day.
  - c. Student will also call the school of nursing at 242-7930 and leave a message on voice mail if calling off.
  - d. Students who have missed time from clinical will be required to make-up the time as determined by the Instructor, and the student may be charged a fee of \$50.00.
  - e. Note: Appearing for clinical inappropriately dressed or inadequately prepared may result in the student being sent home with a “0” for the day. The instructor will determine if there are circumstances that permit a make-up session or not.
  - f. Punctuality and Tardiness – Students are expected to be punctual. The student may be sent out of clinical if tardy and will then be required to make up the entire day.
  - g. When an absence occurs, the student is responsible for contacting the Instructor the next working day to begin to arrange for a make-up.
  - h. Two unexcused absences result in disciplinary action up to and including involuntary withdrawal from program.