
Revised DateNovember 2016**I. Statement of Policy**

To assure consistent and fair treatment of all students, the following process shall be utilized for attendance/absences.

II. Scope

All students

III. Procedures**Attendance/Absence**

Classroom and Clinical time is essential to succeed in this program and attendance is **mandatory**. In the event of unforeseen circumstances, the following will apply:

- A. Student must notify the Instructor, nursing supervisor, and the clinical site (if applicable) at least two hours prior to the start of the clinical day. (Texting and/or paging an instructor in the evening prior to the absence is inappropriate and is not permitted).
- B. Student will also call the school of nursing at 242-7930 and leave a message on voice mail if calling off.
- C. Students who have missed time from clinical or lab will be required to make-up the time as determined by the Instructor, and the student will be charged a fee of \$50.00 for absences over 4 hours and \$25.00 for absences under 4 hours.
- D. ALL absences will be charged.
- E. The Director will be notified by the Instructor of any absence from clinical. Absences will also be noted on the student's clinical evaluation form.
- F. A student must attend 85% of theory and 100% of clinical experiences in order to pass the course.
- G. Excessive absenteeism/unexcused absences may result in disciplinary action, up to and including involuntary withdrawal from the program.
- H. When an absence occurs, the student is responsible for contacting the Instructor the next working day to arrange a make-up day for the missed exam, course work, or clinical time.

Punctuality and Tardiness – Students are expected to be punctual. The student may be sent home from clinical or class if tardy and will then be required to make up the entire day. This will be further defined in syllabus.

Note: Appearing for clinical or class inappropriately dressed or inadequately prepared may result in the student being sent home. The student may be charged for a clinical make up day.

Attendance/Absence

- A. **Attendance is mandatory.** Classrooms and the Nursing Skills Lab are heavily scheduled and time for any makeup is very difficult.
- B. If you will be absent, you **MUST** contact the instructor immediately and outline a plan for making up the material lost. Failure to do so may result in failure of the course.
- C. Absences or late assignments may require valid documentation (i.e. health care provider note). For a missed test, quiz, assignment or competency, an alternate time may be assigned, with the fee of \$50 due at the time of make-up, at the discretion of the administrative staff.
- D. Assignments that are late may result in a lower grade and/or may result in a zero.

DISCIPLINE OR DISCHARGE OF STUDENTS MAY RESULT FROM, BUT IS NOT LIMITED TO, THE FOLLOWING:

1. Excessive absences or habitual lateness.