Policy # S – 9

POLICY: ATTENDANCE / TARDINESS

Policy:
Due to the nature of the clinical and educational requirements of the Nursing Program, punctual attendance is required at all class sessions and clinical experiences. When a student accepts his/her placement in the Nursing Program, he/she is accepting the responsibility of attending class, laboratories and clinical assignments.

Procedure:
- All scheduled time, including tardiness, missed by the student will be considered an absence.
- When serious illnesses and unexpected serious life events occur, the teacher may grant excused absences on an individual basis.
- The Nursing faculty determines whether an absence is excused or unexcused.

- Repeated or unexcused absences are considered reason for termination from the nursing program.

- In the event that a student must miss a lecture, lab, or clinical assignment, the following procedure must be followed:

1. The student must notify the instructor prior to the class, lab, or clinical day to report an intended absence. The student must provide a bona fide reason for the absence (i.e. emergencies, severe illness, death in the family). Appointments and minor illnesses may not be excused.

2. If the student is scheduled for a clinical assignment, the student must follow the protocol as described in the specific course outline for reporting off duty at the clinical site. Failure to follow the procedure for reporting off from a clinical experience will result in a Learning Contract and notation on the clinical performance evaluation. A second failure to follow the procedure for reporting off from a clinical experience will result in termination from the program.

3. Following an absence due to illness or injury, the student must present written clearance from the physician to return to school. See related policy: Health Alterations Requiring Accommodation.

4. Following any absence, it is the responsibility of the student to contact the teacher to discuss the consequences of the absence and the potential options for making up lost work.
5. In the event of tardiness for any class or exam, a student will be denied admittance to the class or exam.

Make-Up Procedure for Missed Class or Examination

1. **All class absences will be documented** on the Teacher’s class roster. All absences from clinical experiences will be documented on the student’s individual clinical evaluation form.

2. Whether an absence is excused or unexcused is at the discretion of the Nursing faculty.

3. **Missed class time due to an absence or tardiness** - The student is responsible for making up the lost work. Students are responsible for all class content presented. Make-up assignments and corresponding grades are at the sole discretion of the teacher.

4. **Missed examination** - Students are expected to attend an examination on the day and time that it is scheduled. Students who miss an examination due to an excused absence or excused tardiness will be given an alternate exam. Students that are tardy for exams will not be permitted into the scheduled exam area. It is the responsibility of the student to contact the teacher within 24 hours of return to school to arrange a time for a make-up of the missed examination. All examinations must be made-up within one week (5 school days) after return to school. Examinations not make up within this time period will be assigned a 0%. **Missed examinations due to unexcused absences/tardiness will be assigned a grade of 0%**.

5. **Clinical Experience make-up procedure** –
   Good clinical experience sites and clinical Instructor coverage are precious resources. Individual contracts with affiliation sites may or may not provide for additional clinical time to be used as “make-up” clinical experiences. Students must understand that missing scheduled clinical experiences may jeopardize their ability to pass the course.
   
   a. Follow the procedure in the course outline for reporting off from a clinical assignment.
   b. Contact the clinical teacher on the day of return from the absence to discuss a makeup experience.
   c. Clinical and laboratory make-up will be at the discretion of the teacher. A Learning Contract will be written to delineate the specific learning objectives that must be accomplished to pass the course. A Learning Contract becomes a permanent part of the student’s record.
   d. All assigned makeup hours must be completed to pass the course.
Tardiness
The faculty believes that punctuality is a desirable, professional nursing behavior. Tardiness for either class, lab, or clinical experience is defined as “the student arriving late or leaving early from the assigned experiences.” Students may be sent off the clinical area if they are tardy and they may consequently risk their ability to pass the clinical objectives. Tardiness will be documented. Students showing patterns of tardiness will receive counseling and a Learning Contract.