

Program Attendance Policy (Updated 6-2-22)

The Nursing Program has established a programmatic attendance policy that will help facilitate the learning of required knowledge, technical skills and patient care vital to success in the Nursing profession. The program acknowledges that emergency circumstances (i.e. serious illnesses, deaths, and funeral of immediate family) can occur; such events will be taken under advisement by the Faculty and the Program Director. However, students must provide the Program Director with documentation supporting their reason for being late and/or absent. It is required that students call their instructor ahead of time if they will not be able to attend class/clinical or will be arriving late (*refer to Proper Notification for Lateness/Absence*). Students are permitted to withdraw from a didactic or clinical course within the first two weeks of a course.

DIDACTIC ATTENDANCE: Students are expected to attend every class for which they are scheduled and to arrive on time. This includes on-line instruction. Instructors will keep an accurate record of class attendance. Students are responsible for contacting their instructors when unavoidable absences occur and for maintaining contact every few days during any necessary extended absence. Students are responsible for withdrawing from any class. The student must complete the [Online Drop and Withdrawal Form](#).

An instructor will withdraw the student if the student has not attended courses for two consecutive weeks. Missed instructional time is a serious deterrent to learning. A student is responsible for fulfilling the requirements of the course by attending all classes (including labs and clinical) and completing course assignments. An instructor will withdraw the student if the student has not attended courses for two consecutive weeks (or 12.5% of course duration), of scheduled course meetings during the semester whereby the student has not attempted intentional, ongoing communication with the instructor in person, via telephone, or campus email, to discuss the circumstances of the ongoing absence and plan their efforts to complete missed assignments. The student must maintain contact with the instructor if there are extenuating circumstances such as an accident, illness or death in the family.

CLINICAL ATTENDANCE:

***Note:** Clinical time includes in-hospital or clinic experiences, clinical debriefing, and clinical simulation. Attendance will be taken for each clinical time and administrative actions will apply.

Only one (1) clinical week per course may be missed. Two (2) or more clinical week absences will require a meeting with the faculty to determine progression in the program. The faculty may consider attendance patterns from previous courses when determining program progression.

If a student misses clinical time the student may be required to make up specific clinical assignments or clinical experiences deemed necessary for course completion. Make-up assignments and/or experiences will take place on a date and at a time when an instructor is available to provide appropriate supervision.

The faculty recognize that, although each course builds upon the previous course, the clinical experiences may differ. Therefore, absences within each semester stand alone and do not accumulate during the program.

Attendance for clinical/virtual simulation activities will be enforced. Assigned activities will be identified with an estimated time for students to complete the activity and the amount of time each activity counts towards the total clinical hours. Faculty use a 2:1 ratio for clinical simulation per INACLS policy recommendation.

<https://www.inacsl.org/INACSL/document-server/?cfp=INACSL/assets/file/public/covid-19/COVID-Presentation-Foronda.pdf>

Proper Notification for Clinical Lateness/Absence (This includes simulation)

Students are expected to notify their clinical instructor at least 60 minutes in advance of the clinical start time if they will not be able to attend clinical or anticipate a late arrival. **If clinical is a multi-day week, the student must notify the instructor EACH day of their absence.** A documented emergency will be taken under consideration by the program. Note: Both the clinical instructor and/or preceptor (if applicable) must be notified.

Failing to use proper notification procedures (“no call – no show”) for clinical absence/tardiness will be cause for administrative action. A pattern of this unprofessional behavior may result in course failure and/or dismissal from the program.

NOTE: Asking a classmate to inform the instructor that you will be late or absent does NOT constitute proper notification.

ADMINISTRATIVE ACTIONS

Written Warning - 1st offense of “no call – no show” during the NUR program

Program Dismissal – 2nd offense of “no call – no show” during the NUR program

NOTE: A “no call – no show” is considered unprofessional, therefore, the Administrative Actions listed above accumulate during the NUR program.

Completion of Missed Work Due to Absence

If a student is absent from any learning activity, the student is responsible for completing missed work at the discretion of the instructor. Due to lack of practice of nursing skill sets, students who are absent from laboratory experiences may not be permitted to participate in certain clinical activities for safety reasons. Students who are absent from their clinical education site will be required to make up missed time either in the clinical setting or an appropriate simulation experience in order to demonstrate clinical proficiency in performance skills or assignments expected for course completion. Clinical make-up time will be scheduled by the instructor and could occur after the final examination due to instructor availability.

Failure of a student to complete their clinical make-up time will result in program dismissal.