

Mercer County Community College
Division of Health Professions
Nursing Program

Attendance

Purpose: To ensure student attendance in course lecture, clinical and lab is sufficient for students to meet the objectives of each course.

Procedure:

1. Students are expected to be on time and attend all classes, labs, and clinical experiences. Habitual absences and/or tardiness demonstrates a lack of commitment to the educational process and is grounds for disciplinary procedures.
2. Students will not be allowed to make-up theory, clinical or college lab hours, with the exception of scheduled make-up exams.
3. Students must report their absence in theory, lab, or clinical to the course coordinator and instructor of session being missed.
4. Two points will be deducted from the overall course grade for every unexcused absence from any educational session.
5. Two episodes of unexcused lateness will be treated as an unexcused absence; points will be deducted from the final course grade accordingly.
6. Each request for an excused absence will be considered separately, on its own merit. Examples of events which might be considered excused include:
 - a. Attendance at professional events considered beneficial to the student's education
 - b. Illness
 - c. Extenuating circumstances that may include jury duty, birth of a child, or bereavement time.
7. Any combination of more than two absences in theory, lab, or clinical may result in inability to meet course objectives and course failure.
8. Students who miss two or more assessments (e.g. exams) during the course of the semester may be assigned an incomplete grade. An incomplete grade means the student may not be registered into the next scheduled nursing class the following semester and may require the student take a semester off from the nursing program.
9. Theory Hours
 - a. A student who is absent from theory for any reason is expected to make up the work on his/her own and will be responsible for material covered.

- b. Students who arrive after the scheduled start time will be admitted to the class at the instructor's discretion.

10. College Lab

- a. A student who is absent from lab for any reason will be responsible for material covered.
- b. Students must contact course coordinator and lab instructor to determine how best to meet learning objectives for the session missed.
- c. Students who arrive after the scheduled start time will be admitted to the class at the instructor's discretion.

11. Clinical

- a. Students are expected to be at clinical 15 minutes prior to their scheduled start time to accommodate for clothing changes and other pre-shift requirements.
- b. Students who arrive after the scheduled start time will be sent home from clinical and counted as absent for the day.
- c. Students must notify their assigned clinical instructor prior to the start of a clinical shift of the anticipated absence. This is necessary to ensure appropriate clinical patient assignments.

12. Exams

- a. The student is responsible to notify the course coordinator prior to the exam being missed.
- b. Failure to notify the course coordinator of an absence **prior** to a scheduled exam will result in a grade of "0" for that exam, at the discretion of the instructor.
- c. A make-up exam may be scheduled and may be of a different format.
- d. Students who arrive late for a scheduled exam will not be given additional time to complete the exam.

Effective Date: August 1, 2006, January 2018

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