



Nursing Education 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. Attendance in theory, lab, and clinical is tracked. No absence will be considered excused or unexcused. All absences are tracked for the purpose of this procedure.
3. Students will not be allowed to make-up theory, clinical or college lab hours, with the exception of scheduled make-up exams.
4. Absences must be reported to the course coordinator and instructor of the session in advance of the absence. In the event that advance notification is not physically possible, the student must notify the course coordinator as soon as possible.
5. Tardiness is defined as arriving after the start of the educational session. Students should make every effort to notify the course coordinator and instructor of the session as soon as they know they are going to be late.
6. Theory and College Lab Hours
 - a. A student who is absent from theory for college lab 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.
7. Clinical
 - a. Students are expected to be at clinical at least 15 minutes prior to their scheduled start time to accommodate for clothing changes and other pre-shift requirements. Some clinical sites might require an earlier start time to accommodate transportation from designated parking areas.
 - b. Students who arrive after the scheduled start time may 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.

8. 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.

9. Students with episodes of tardiness or absences may have points deducted from the course professionalism score.

10. 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.

Effective Date: August 1, 2006; Revised effective date: August 2025

Last Revised Date: May 2025

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

Elizabeth A. Mizerek, PhD, RN, FN-CSA, CNE, CEN, CPEN, FAEN
Dean of Science, Health Professions, and Nursing