

*Mercer County Community College*  
*Division of Math, Science, and 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. 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. 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.
6. 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.
7. 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.

8. Absences

- a. After missing one instructional session, students will receive a Faculty Concern Form.
- b. Upon missing the second instructional session, the student will receive a 1% deduction on their final grade.
- c. A deduction of 2% from the final grade will be applied for each additional absence.

9. Tardiness

- a. Lateness is defined as arriving after the start of the educational session.
- b. First two instances of lateness results in a warning issued, with no point deductions.
- c. The third instance of lateness results in the deduction of 1% from the final grade.
- d. Each additional lateness (4<sup>th</sup> and beyond) results in the deduction of 2% from the final grade for each instance of lateness

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.

11. Students who wish to appeal their point deduction will be given the opportunity to present their circumstances to a panel of nursing faculty. Students must provide a verbal and written narrative with supporting documentation. The appeal must be received by the nursing office within one week of the last day of the semester. Requests received after that date will not be reviewed. The decision of the panel is binding. The Dean of Nursing will serve as the final arbiter in event of a tie.

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Approved by:



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