



Division of Science, Health Professions, and Nursing Nursing Education Program

Professionalism

Purpose: The objective of this policy is to establish clear expectations for professional behavior, appearance, attendance, and conduct for all nursing students. This includes maintaining punctuality, minimizing unexcused absences, and consistently demonstrating preparedness and reliability in all academic and clinical settings.

Procedure:

1. It is the student's responsibility to understand and comply with all professionalism expectations outlined in this policy and related course materials.
2. Students are expected to independently track their own attendance, absences, and instances of lateness across all classroom, lab, and clinical experiences. Failure to accurately monitor personal attendance does not exempt a student from professionalism point deductions or related consequences.
3. Students who earn a Professionalism score of less than 100% will receive a proportional deduction of up to 5% from their total final course grade.
4. Excessive absences, repeated lateness, or missing assignments may result in additional consequences. Absences that interfere with meeting clinical or course objectives may jeopardize successful course completion and may result in course failure.
5. Appropriate communication is defined as notifying both the course coordinator and the instructor responsible for the class, lab, or clinical experience in advance of any absence or lateness. In the event that advance notice is not possible due to an emergency, notification must occur as soon as feasible.
6. Lateness is defined as arriving after the start of the class or lab. For clinical experiences, lateness is defined as arriving less than 15 minutes prior to the start of the clinical.
7. Failure to complete an assigned alternate clinical assignment by the established due date and time will be considered a clinical absence.

8. Students who wish to appeal their point deduction will be given the opportunity to present their circumstances to a panel of nursing faculty. In the event of a tie, the Dean of Nursing will render the final decision. The decision of the panel and/or Dean is final.
9. To be eligible to submit an appeal, students must:
 - a. Register to attend the appeal forum in the manner and by the deadline established by the nursing education office.
 - b. Submit, at the time of registration, a written narrative explaining the basis for the appeal.
 - c. Provide any relevant supporting documentation (e.g., medical documentation, court records).
10. Appeals that do not meet registration or submission requirements may not be considered.

Effective Date: August 1, 2025; Revised: December 2025, May 2026

Approved by:

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

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Dean of Science, Health Professions, and Nursing

Nursing Student Professionalism Evaluation Rubric for Clinical Courses

	Expected Performance	Minor Concerns	Moderate Concerns	Major Concerns	Unacceptable Performance
Attendance – Lecture/Lab 50 points possible	No absences.	One absence with appropriate notification.	Two absences with appropriate notification or one absence without appropriate notification.	One weeks worth of absence (three classes) in a row, all related to same cause with appropriate notification.	Three or more unrelated absences, with or without appropriate notification.
	No point deduction	0.3 points deduction	0.6 point deduction	1 point deduction	1.25 point deduction
Attendance - Clinical	No absences	One absence with appropriate notification.	One clinical absence without appropriate notification.	Two clinical absences, regardless of notification.	Three or more clinical absences, regardless of notification.
	No point deduction	0.3 points deduction	0.6 point deduction	1 point deduction	1.25 point deduction
Punctuality 30 points possible	30 points: No lateness.	24 points: One instance of lateness that is communicated in a timely and appropriate manner.	18 points: Two instances of lateness and/or one instance where the student fails to communicate the delay in a timely manner.	12 points: Three instances of lateness, regardless of notification.	6 points: More than three instances of lateness.
	No point deduction	0.1 points deduction	0.25 points deduction	0.4 points deduction	0.5 points deduction
Preparedness for Clinical 10 points possible	10 points: Arrives consistently well-prepared. Wears the approved uniform and maintains appearance standards as outlined in the program handbook.	8 points: Generally prepared but may occasionally forget required materials or need brief time to catch up. Usually follows uniform and appearance policies	6 points: Often arrives without required materials or demonstrates limited readiness for clinical tasks. Uniform and appearance standards are inconsistently	4 points: Frequently unprepared for clinical activities, lacking required materials and demonstrating poor readiness for assigned tasks. Shows ongoing difficulty meeting	2 points: Consistently unprepared and unable to participate safely or effectively in clinical activities, despite prior counseling, and in a

		with only minor infractions (e.g., wrinkled uniform, missing watch, non-compliant nails). Issues are infrequent and corrected when addressed.	followed, requiring repeated reminders to correct issues such as incomplete uniform, excessive jewelry, or grooming concerns.	uniform and appearance expectations, with concerns persisting despite prior counseling.	manner that compromises professional or patient safety standards. Regularly disregards uniform and appearance policies with major violations (e.g., unapproved clothing, inappropriate footwear, hygiene concerns), despite repeated reminders.
	No point deduction	0.1 point deduction	0.25 point deduction	0.4 point deduction	0.5 point deduction
Professionalism and Accountability 10 points possible	10 points: Consistently demonstrates respectful, courteous, and professional behavior with patients, staff, and peers. Takes full responsibility for actions, completes tasks independently, seeks feedback proactively, and applies it to improve.	8 points: Generally professional and responsible but has occasional lapses requiring reminders or guidance. Responds to feedback but may need support to consistently apply expectations.	6 points: Shows repeated lapses in professionalism or responsibility. Requires frequent reminders to complete tasks and struggles to apply feedback independently, indicating a need for targeted improvement.	4 points: Demonstrates continual lapses in professionalism or accountability despite prior counseling. Follow-through is inconsistent, and improvement is minimal even with ongoing guidance.	2 points: Exhibits disrespectful or inappropriate behavior, avoids responsibility, fails to complete tasks, or resists feedback. Behavior significantly compromises professional standards and the learning environment.
	No point deduction	0.1 point deduction	0.25 point deduction	0.4 point deduction	0.5 point deduction

Nursing Student Professionalism Evaluation Rubric for Non-Clinical Courses

	Expected Performance	Minor Concerns	Moderate Concerns	Major Concerns	Unacceptable Performance
Attendance 50 points possible	50 points: No absences.	40 points: One absence with appropriate notification.	30 points: Two absences with appropriate notification or one absence without	20 points: One weeks worth of absence (three classes) in a row, all related to same cause	10 points: Three unrelated absences, with or without

			appropriate notification.	with appropriate notification.	appropriate notification.
	0 point deduction	0.5 point deduction	1.25 point deduction	2 point deduction	2.5 point deduction
Punctuality 30 points possible	30 points: No lateness.	24 points: One instance of lateness that is communicated in a timely and appropriate manner.	18 points: Two instances of lateness and/or one instance where the student fails to communicate the delay in a timely manner.	12 points: Three instances of lateness, regardless of notification.	6 points: More than three instances of lateness.
	0 point deduction	0.3 point deduction	0.75 point deduction	1.2 point deduction	1.5 point deduction
Professionalism and Accountability 20 points possible	20 points: Consistently demonstrates respectful, courteous, and professional behavior with patients, staff, and peers. Takes full responsibility for actions, completes tasks independently, seeks feedback proactively, and applies it to improve.	16 points: Generally professional and responsible but has occasional lapses requiring reminders or guidance. Responds to feedback but may need support to consistently apply expectations.	12 points: Shows repeated lapses in professionalism or responsibility. Requires frequent reminders to complete tasks and struggles to apply feedback independently, indicating a need for targeted improvement.	8 points: Demonstrates continual lapses in professionalism or accountability despite prior counseling. Follow-through is inconsistent, and improvement is minimal even with ongoing guidance.	4 points: Exhibits disrespectful or inappropriate behavior, avoids responsibility, fails to complete tasks, or resists feedback. Behavior significantly compromises professional standards and the learning environment.
	0 point deduction	0.25 point deduction	0.5 point deduction	0.75 point deduction	1 point deduction