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Owner Faculty Organization
Policy Area College of Nursing CNG
Applicability MVHS

Attendance Policy-Students, CNG-100.25

PURPOSE

To outline the college's expectations for student attendance in class, lab, simulation and clinical experiences. It also defines the student responsibility for making up missing required hours.

SCOPE

Students, Faculty, Staff

REFERENCES

Clinical Support/Advisement of Students CNG-100.46

DEFINITIONS / ABBREVIATIONS

CC: Course Coordinator

PROCEDURE / DIRECTIVE

1. Clinical Experiences:

    A. The student is expected to attend each clinical experience including alternative or assigned experiences in the acute care or community setting.

    B. The instructor has the right to dismiss a student from the clinical unit if the student is not physically, mentally, or emotionally prepared for the clinical experience, or if the learner arrives greater than one hour late for the clinical experience. These situations will be considered a clinical absence.

    C. A student who will be absent from clinical due to extenuating circumstances on a scheduled

day will notify the appropriate clinical instructor and the clinical unit, if on an alternative clinical experience, within one hour prior to the start time of the assigned clinical experience. A no call/no show or notification greater than 1 hour after the start of the clinical experience will be considered a clinical absence and initiation of a Progressive Discipline.

D. Any absence from a clinical experience may affect the student's ability to meet a minimum of 80% of the clinical objectives or a critical behavior resulting in clinical failure.

E. If a student is absent from a clinical experience, regardless of the reason, the required hours will be achieved by a clinical make up day(s). The clinical absence will remain on the student's record. In NUR240, students must make up any clinical absence time prior to beginning preceptor experience.

    1. Scheduling of the clinical make up day(s) will be at the discretion of the faculty.

    2. The student will be required to pay $50.00 for any unexcused absence and for each clinical make up day. This fee must be paid prior to the clinical make up day to the Registrar/Bursar during their regular business hours. The due date for payment of the fee will be on the course calendar.

    3. Extenuating circumstances may include, but are not limited to documentation of: a death or funeral of an immediate family member, hospitalization, illness diagnosed by a healthcare provider, court appearance, or communicable disease requiring quarantine. Approved extenuating circumstances will not require a fee for the clinical make up.

F. Only TWO clinical absences for extenuating circumstances are allowed in NUR116, NUR118, NUR122, NUR232, and NUR240 and only ONE in NUR233 is allowed. More than the allowed absences may constitute a clinical failure.

G. If clinical is canceled for any reason (e.g. weather related), the clinical time will be made up on a clinical makeup day at no cost.

2. Classroom/Lab/Simulation Attendance:

A. All students must sign in for each scheduled class/lab/simulation session, using a pre-printed class roster sheet. Attendance will be submitted to the Registrar.

B. Students should notify the CC if they are going to be absent from a class, laboratory or simulation experience. It is the responsibility of the student to complete all missed assignments when absent (if allowed by course policy).

3. Academic Support Attendance:

Students who have an academic support contract are expected to attend all classes and supplemental learning activities offered by the faculty.

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):

This Document Replaces:

NSG-CNG-100.25

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	6/25/2024

Applicability

MVHS

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