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Applicability:	<i>MVHS</i>

Attendance Policy-Students, CNG-100.25

PURPOSE

Learners at St. Elizabeth College of Nursing are expected to attend all theory, lab and clinical experiences while in the nursing program. Research has shown that learners perform better and achieve higher grades when they attend class/lab/clinical sessions. In support of this information, the faculty has designed the following set of policies to encourage this valuable habit.

NOTE: A pattern of student absenteeism will be reviewed and disciplinary action may be taken. Absenteeism trends may be communicated to future employers by the theory/clinical faculty.

The intent of this policy is 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

DEFINITIONS / ABBREVIATIONS

CC: Course Coordinator

PROCEDURE / DIRECTIVE

1. Clinical Experiences:

- A. The learner is expected to attend each clinical experience, which also includes outside experiences in the community.
- B. If more than 20% of clinical time is missed, the learner may be asked to withdraw from the program.
- C. The instructor has the right to dismiss a learner from the clinical unit if the learner is not physically, mentally, or emotionally prepared for the clinical experience, or if the learner arrives >one hour late for the clinical experience. These situations will be considered a clinical absence.
- D. A student who is ill on a clinical day should call the appropriate clinical instructor OR the clinical unit if on

an alternative clinical experience within one hour prior to the beginning of the assigned clinical experience.

- E. If a student is absent from a clinical experience, regardless of the reason, the required hours will be achieved by the completion of case study assignments. The clinical absence will remain on the learner's record. The content and due date for the make-up work will be at the discretion of the faculty. Failure to complete the assigned case studies will result in an "incomplete" for the course until the case studies are submitted and reviewed.
- F. Greater than TWO clinical absences in a semester or summer session may result in Progressive Discipline.
- G. 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 course failure.

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 College Registrar.
- B. Students should notify the appropriate faculty person if they are going to be absent from a class or laboratory experience. It is the responsibility of the student to complete all missed assignments when absent (if allowed by course policy).

3. Academic Support Attendance

A. Students receiving individual academic support are expected to attend all classes and supplemental learning activities offered by the faculty for the class as a whole inclusive of, but not limited to Open Study Sessions and Exam Reviews.

4. Communication of Absences by Faculty to Registrar:

- A. Clinical faculty are to email student clinical absences to the CC by Friday afternoon of each week.
- B. CC are to submit the absences (class/lab/clinical) for the previous week to the College Registrar each Monday.

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

This Document Replaces:

NSG-CNG-100.25

Attachments:

No Attachments

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	6/19/2019

Applicability

MVHS

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