

## ATTENDANCE

1. Classroom attendance is necessary to promote the learning of the theoretical component of the curriculum and to enrich and expand the application of the clinical learning process. Students are expected to attend all classroom activities. An instructor may lower a student's grade because of a class absence. If absences occur, it is the student's responsibility to make up whatever work has been missed. Permission to make up assignments, quizzes, and periodic tests may be granted at the discretion of the instructor.
2. Clinical attendance is mandatory for the student to consistently demonstrate the ability to meet course objectives. It is the student's responsibility to notify the appropriate person(s) as identified by course faculty in the event that he/she is unable to attend clinical experiences. Such notification is to occur up to two hours prior to the scheduled clinical experience. If a student is absent from class/clinical activity due to illness, a health care provider's statement verifying the illness and certifying that the student is able to resume class or clinical activity may be required.
3. All clinical absences will be tracked by course faculty and the clinical coordinator for review by future course instructors and the Associate Dean of the Helen S. Breidegam School of Nursing and Public Health. Students who request time off from clinical, due to events in which they have no control (death of a family member), will contact the course faculty and the clinical instructor, and the determination for clinical makeup will be decided. Students who arrive to clinical practice late or leave early may be required to make up those cumulative minutes at the end of the semester on a clinical makeup day. It is up to the discretion of the course faculty to require clinical makeup for students who routinely leave clinical early due to co-curricular activities. For students involved in co-curricular activities such as sports or music, etc, schedules must be submitted to clinical faculty at the beginning of the semester so that clinical experiences can be appropriately determined.
4. Students will be required to makeup clinical absences. The designated clinical makeup day will be determined by faculty. It is mandatory that students requiring clinical makeup attend that makeup day. Students will be charged \$250.00 per day of clinical make-up to reimburse the school for clinical supervision and administrative fees. All clinical requirements, including make-up, must be completed by the end of the final examination period for that semester. Any associated fees must be paid in full by the end of the final examination period for that semester. Students are exempt from clinical make-up if they are attending a faculty approved conference (i.e.-NSNA or SNAP convention). In the event that a student receives an excused absence for a required educational trip and later in the semester incurs more clinical absences, the student may be in a position to consider withdrawal from the course, if the clinical experiences absences are too numerous to be made up within the available faculty contract time.
5. In the event of a protracted illness requiring multiple missed clinical days, the student, course instructor(s), and Associate Dean will meet to discuss possible alternatives and

develop an individual education plan.

Last Revised: 8/2023