

## **Catalog Addendum 4. Attendance Policy**

### **Attendance Policy**

Attendance is checked and recorded for each scheduled didactic, laboratory, clinical, and online session. Anyone with 14 consecutive calendar days of unexcused absences will be withdrawn from his/her program.

#### **Tardiness**

- **Didactic:** Any time missed counts toward the college's 20% absence policy (please refer to the Student Handbook for more information on this policy). A pattern of late arrivals or leaving early will require referral to the Conduct Standards Committee.
- **Clinical/Simulation Lab/Skills Lab:** Tardiness is defined as 1-7 minutes later than the start time. Tardiness is considered unprofessional conduct and indicates a lack of respect to faculty members and colleagues. "If you are on time-you're late," in the nursing profession. Clinical, simulation, and lab simulate employment, and tardiness may result in the failure of the course (see Absence Policy below). Students are expected to be 10-15 minutes early for these experiences.

#### **Absences & No Call/No Show:**

- **Didactic:** Students are expected to attend all scheduled didactic hours. Any time missed (coming late or leaving early) counts toward the college's 20% absence policy. Students missing beyond the maximum 20% allowed and wishing to appeal the course failure must follow the Complaint/Grievance Procedure as outlined in the DSN Catalog. Students are responsible for all announcements, handouts, and other course requirements, including examinations.
- **Clinical/Simulation Lab/Skills Lab:** Students are required to attend 100% of all clinical/simulation lab/skills lab experiences. Due to the nature of clinical and lab experiences, students may be scheduled for more hours than the minimum required. More than one absence in a clinical rotation/lab experience may result in course failure. If a clinical rotation/lab experience is going to be missed, it is the responsibility of the student to contact the department manager or the clinical instructor at least one hour prior to the start of the experience or the absence will be counted as a no call/no show.
- Two no call/no shows in the program may result in the failure of the current course.
- No call/no show is defined as:
  - Failure to notify the department manager or clinical instructor of an absence within one hour prior to the start of the experience.
  - Failure to arrange a make-up time with the department manager or designee within 48 hours of an absence (see Rescheduling & Fees below).
- Absence is defined as:
  - A student who has two incidents of tardiness (as defined above) during the same off-site clinical rotation.
  - A student who reports to the clinical unit/simulation lab/skill lab 8 minutes or more later than the start time. (The student will be asked to leave and assigned an absence for that day.)
  - A student who does not report to the clinical unit/simulation lab/skills lab on an assigned clinical/lab day.
  - A student who leaves the clinical unit/simulation lab/skills lab before the end of the clinical/lab time and before the instructor's dismissal.
  - A student who is asked to leave the clinical rotation/lab experience for violation of any policy.

**Excused Absences:**

- **Didactic:** To avoid penalty from an emergency absence, students must provide documentation of significant extenuating circumstances to the Academic Support Office. The Academic Support office will prepare the appropriate form for submission, along with the required documentation from the student to the Dean of Nursing Education Programs for approval. If approved, the absence will be marked as ‘excused’ and will not count towards the 20% rule (see Didactic Attendance policy above).
- **Clinical/Simulation Lab/Skills Lab:** To avoid penalty from an emergency absence (extraordinary and verifiable circumstances – e.g. death in the immediate family, jury duty, military obligations, hospitalization), students must provide documentation of significant extenuating circumstances to the department manager. (see Rescheduling & Fees policy below). All clinical and lab hours must be completed to pass the course including days missed due to excused absences.

**Clinical/Simulation Lab/Skills Lab Rescheduling & Fees:** It is the student’s responsibility to contact the department manager to arrange a make-up time within 48 hours of the absence. If student does not contact the department manager within this time frame, the absence will be treated as a no call/no show. Students with an absence on a clinical/simulation/skills lab day will be required to complete a “Request To Make Up Missed Hours” form and pay a rescheduling fee of \$25/hour. Clinical/simulation/skills lab rescheduling fees must first be paid in full at the Business Office or Bookstore in advance of the scheduled make-up time. Any clinical/simulation/skills lab rescheduling hours may be then scheduled with the appropriate department manager. When appropriate, appeals concerning rescheduling fees should be submitted with documentation to the appropriate department manager. Department managers will attempt to reschedule shift/lab hours during the regular term, if possible; however, students are advised that clinical/simulation/skills lab hours may be rescheduled during the break between quarters which will result in a grade of “Incomplete”. All clinical/simulation/skills lab hours will be assessed the appropriate fee regardless of when rescheduling is required. A student who misses a clinical/lab makeup day is subject to course failure and may result in further disciplinary action at the discretion of DSN.

**HESI Exam Rescheduling Fees:** Students with an absence on a HESI exam day will be required to pay a rescheduling fee of \$100 for each HESI exam missed. Students must substantiate the exam absence with appropriate documentation. HESI exam rescheduling fees must first be paid in full at the Business Office in advance of the scheduled make-up time. The HESI exam may then be rescheduled with the Academic Support office. When appropriate, appeals concerning rescheduling fees should be submitted with documentation to the Dean of Nursing Education Programs (or designee).

**Changes in Class Scheduling:** It is the college’s obligation to schedule and deliver all approved hours of instruction in every class. Therefore, the college will determine accommodations for any required change in class days or hours (e.g., holidays, snow days or other unique circumstances). These changes will be reflected on quarterly class schedules as appropriate (see Student Handbook for details).