

# ATTENDANCE POLICY

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This policy pertains to clinical, lab, theory, or simulation experiences.

Students are expected to attend all scheduled nursing courses offered within the Department of Nursing.

Students are expected to attend all planned clinical, lab, theory, or simulation experiences and to satisfactorily achieve the identified clinical behaviors.

## Procedure

1. If unable to attend scheduled clinical, lab, theory, or simulation, then the student must assume responsibility for the content and assignments missed.
2. It is the responsibility of the student to notify the faculty and instructor (if clinical or lab or simulation course), in advance, if unable to attend planned experiences.
3. The student who will miss clinical, specifically, has the responsibility to contact the clinical instructor and preceptor (if applicable) PRIOR to the start of clinical.
4. It shall be the responsibility of the faculty member and/or instructor, in consultation with the Department Head and simulation personnel (if indicated) to determine the feasibility, type of make-up experience, and/or necessity of the make-up experience. This decision will be based upon the number of absences and the student's progress toward meeting the objectives of the course.
5. Make-up clinical experience will be scheduled at the convenience of the clinical instructor and clinical site.
6. If, in the judgment of the faculty, the student has missed clinical time needed to meet the clinical objectives, the faculty may enter a failing or incomplete grade.
7. Refer to the syllabus for additional course-specific guidelines regarding attendance or documentation of absence.
8. Any student required to miss class/sim/lab due to a mandatory university activity needs to submit the schedule at the beginning of the semester. In the event the schedule changes, the student is responsible for informing faculty.

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