

**NEOSHO COUNTY COMMUNITY COLLEGE
MARY GRIMES SCHOOL OF NURSING**

Attendance Policy

NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment. Unless students are participating in a school activity, they are expected to **attend every class and arrive on time**. Any absence is considered a violation of professional conduct.

Nursing faculty believe that classroom attendance is important to academic achievement and professional development. Nursing is a practice discipline which requires the transfer of classroom learning to clinical decision making. Any absence can leave the student subject to information gaps that put patient safety and care at risk. For this reason, **all absences will be recorded as unexcused**.

If a situation arises that requires a student to miss class due to illness or an urgent life event, the student **must** notify the instructor prior to class and submit support documentation regarding the absence when requested.

Classroom Attendance:

In the event of a classroom absence, the course instructor should be notified. Every attempt should be made to notify the instructor at the earliest possible opportunity, preferably in advance of the class.

When absent, the student is responsible for any information shared in the classroom. Any quizzes and assignments completed during the scheduled class meeting cannot be made up and a zero will be recorded in the gradebook. Classroom content will not be repeated. Unless the assignment criteria states otherwise, homework not turned at the scheduled time will be recorded as a zero in the gradebook. Special circumstances will be subject to review and at the instructor's discretion.

Any nursing student who accumulates absences amounting to 100 minutes per credit hour for the course will be placed on attendance contract by the nursing faculty. Unsuccessful fulfillment of an attendance contract may result in dismissal from the nursing program.

Hybrid Attendance:

Hybrid attendance in nursing courses is based on weekly participation: failure to participate in the designated weekly assignment will result in initiation of an attendance contract. Students must participate weekly in each course or the student will be counted absent. For a sixteen (16) week course, more than two absences will constitute the implementation of a contract. Students who miss Orientation Day will be placed on contract. Unsuccessful fulfillment of an attendance contract may result in dismissal from the course/nursing program.

Practicum [Clinical, Lab, and Simulation (SIM)] Attendance:

The practicum experience provides opportunities for the student to apply classroom learning in a controlled learning environment. This practice is essential to the development of clinical reasoning skills.

In the event of a practicum absence, the practicum instructor should be notified. Every attempt should be made to notify the appropriate instructor at the earliest possible opportunity, preferably in advance of the scheduled practicum day. (In the event of a SIM absence, notify the SIM instructor and practicum coordinator. In the event of a lab absence, notify the practicum coordinator, unless otherwise indicated. In the event of a clinical absence, notify the clinical instructor or leave a message with the hospital unit if the instructor is en route to clinical.)

In the work setting, a nurse that fails to call to report an absence or show up for duty will be terminated. **Therefore, a student who fails to call to report an absence or tardy for scheduled practicum days will be placed on a contract for attendance and professionalism and may be dropped from the course.**

Student absences should be avoided. Absences that exceed the equivalent of one clinical day will result in practicum contract as stated above. Continued absences may result in practicum failure. Practicum hours and assignments will be made up for time missed and will not negate the absence or tardy accumulated.

The nursing faculty understand that extenuating circumstances may occur in which additional absences from practicum may be unavoidable. A physician's note, obituary announcement, police report, subpoena for court appearance, etc. may be required for supporting documentation.

PLEASE NOTE: Students appearing for practicum assignment must be fit for practice. This includes but is not limited to being well rested, alert, and prepared for the practicum day. Students that report to practicum unprepared, having worked the shift prior to the practicum assignment or under the influence of medication that impacts the students ability to think clearly (including prescription/nonprescription medications) will be sent home and marked as an unexcused absence.

Tardies/Early Departures:

Students are expected to be in the classroom and practicum sessions at the appointed time for the full time. Once roll is taken the student will be recorded as absent. It is the student's responsibility to notify the instructor upon arrival to class via email. If a student has an emergency and realizes he/she will be late, the instructor is to be notified via email as soon as possible or as directed. Any need to leave any learning environment prior to the scheduled time of departure must be reported to the instructor as early as possible prior to departure. Two (2) tardies will be considered equivalent to one day of absence regardless of the setting.

Classroom presentations are developed with scheduled break times. Leaving the classroom at any time other than scheduled break times puts the student at risk for missing valuable learning opportunities and disrupts the learning environment. Students who demonstrate a continued pattern of classroom disruption may be asked to leave the classroom and not return for the scheduled period. In that event the student will be marked absent for the day.

Adopted: 051518MGSON

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