

EDUCATIONAL POLICIES FOR SPECIFIC CIRCUMSTANCES

Attendance:

1. A student's attendance record is a reflection of professional responsibility and personal accountability.
2. Attendance will become a part of the student's permanent record. Records are kept throughout the program and may be presented to perspective employers upon request.
3. Class attendance is expected.
4. If a student is absent from clinical, a call to the School of Nursing Office is expected. An answering machine is available during off hours.

Clinical:

1. **Clinical attendance is mandatory.** Students need to practice under the direction and supervision of an instructor in order to acquire or improve skills, apply nursing principles and develop nursing judgement.
2. Instructors need adequate time to evaluate student progress toward meeting course objectives.
3. Clinical absences are recorded within each course and must be made-up within the time frame of the specific course.
4. A maximum number of clinical make-up hours will be scheduled at the convenience of the faculty. (See Table Below). ***Each independent rotation has a maximum that can be missed.**
5. In any course, clinical absences totaling more than 20 hrs. will result in automatic dismissal.**
****Special circumstances will be reviewed by the Director of the School of Nursing**

| Course | Total Clinical Hours | Maximum Make-up Hours* |
|---------------------------------|----------------------|------------------------|
| Nursing 1/Fundamentals | 225 | 20 |
| Nursing 2/Med-Surg | 225 | 20 |
| Nursing 3/Advanced Med-Surg | 225 | |
| M/S– critical care/rehab | 185 | 15 |
| – adult mental health/community | 40 | 4 |
| Nursing 4/Family | 225 | |
| – pediatrics | 72 | 6 |
| – obstetrics | 72 | 6 |
| Senior Practicum | 80 | 6 |

Excused Absence – Death in Family: The student must notify the school of the death

- A. Three (3) days are granted for a death in the immediate family. Immediate family is considered to be mother, father, brother, sister, husband, wife, or child.
- B. One (1) day is granted for death of other family members.

UNUSUAL CIRCUMSTANCES

A. Jury Duty:

In the event a student is called for jury duty the student needs to submit the notification to the Director, School of Nursing. A letter will be prepared requesting the student be excused from jury duty during clinical experiences. Final decision of jury duty rests with the court.

B. Labor Disputes:

Students are required to make up theory and/or clinical practice which have been cancelled due to labor disputes. The school reserves the right to use other agencies with the permission of the State Board of Nursing. Schedules for theory and clinical practice may be the same as the original or different if the situation necessitates.