

## Attendance Policy

Punctuality, dependability, and commitment to life-long learning are essential character qualities of a professional nurse. With the ultimate goal of preparing students to assume the responsibilities of a professional nurse, attendance is expected for all didactic, clinical, and laboratory (skills and simulation) sessions.

### Didactic

Attendance at all learning opportunities is essential to the academic success of the student. Although attendance is not mandatory in didactic courses, the student is responsible for all material which is presented during lecture. Attendance in didactic courses will augment student success and facilitate maximum learning which will positively impact student performance.

### Clinical and Laboratory

- 1) ~~Under extraordinary circumstances, the course instructor or course coordinator **may** opt to allow the student to make-up the missed time. This policy is designed for special circumstances and should not be considered a guarantee that a student will be granted an opportunity to make-up missed coursework.~~ **Missing clinical for anything other than extraordinary circumstances will be considered an unexcused absence. Examples of extraordinary circumstances may include personal illness, hospitalization of an immediate family member, birth of a child, death in the immediate family, court appearance, military duty, ETSU/CON sponsored activities. The following situations are not considered extraordinary circumstances: work responsibilities, employment interviews, personal vacations, family or personal events other than those listed above.**
- 2) Students are required to notify the clinical instructor 1 hour PRIOR to the clinical start time in the event of a clinical absence or tardy. Method of contact with the instructor will be at the discretion of the individual clinical/ lab instructor.
- 3) Occurrences, tardies or absences, will be penalized based upon the overall percentage of clinical/lab time missed in relation to the total clinical/lab hours allotted in a course. The percentage missed will be deducted from the final course grade (Example: 8-hour clinical day missed from a 120 hour clinical = 6.6% which will follow rounding rules to a 7% deduction from the overall course grade).
- 4) If possible, time missed for extraordinary circumstances will be made up with additional clinical/ lab experience. If another clinical/lab day is not feasible, it is at the discretion of faculty to determine the time, location, and format of the make-up hours. During the make-up activity, the student will have the opportunity to earn the prep and participation points allotted for the missed clinical experience. If the student chooses not to make up the hours, the allotted prep and participation points will be forfeited.
- 5) Time missed for an unexcused absence cannot be made up. Situations which will be considered an unexcused absence include but are not limited to:
  - a) Failure to notify instructor of intent to be absent 1 hour prior to start time.
  - b) Two (2) arrivals past the designated start time will equal 1 unexcused absence.
  - c) Students failing to maintain current clinical health requirements will not be permitted to attend clinical.
  - d) Failure to come prepared for clinical experience as directed by course requirements or instructor.

*Approved Undergraduate Programs Faculty 01/04/17*  
*Revised Undergraduate Programs Faculty 11/13/17*