

Mercer County Community College
Division of Science and Health Professions
Nursing Program

ATTENDANCE POLICY

Policy: Attendance for the nursing education program.

Purpose: To ensure student attendance is sufficient in course lecture, clinical and lab to meet the objectives of each course.

Procedure:

- A. Theory Hours (Lecture, Scheduled Classes, Seminars or Guest Lectures), Clinical and College Laboratory Hours
1. Students are expected to attend all theory, clinical and college laboratory hours.
 2. A student who is absent from theory for any reason is expected to make up the work on his/her own and will be responsible for the material covered.
 3. Absence of more than 1 day in a 5-week course or 3 days in a 15-week course may result in course failure.
 4. Failure to meet course objectives in theory, college lab or clinical will result in a failing grade for that course.
 5. It is the responsibility of the student to report all clinical absences to the assigned clinical area/unit at least one-half hour prior to scheduled arrival time.
- B. Exams, Tests and/or Quizzes
1. Students are expected to attend all tests, exams and quizzes at the scheduled time.
 2. For absences from exams/tests/quizzes the student is responsible to notify the course coordinator prior to the exam/test/quiz. A make up exam/test/quiz may be scheduled and may be of a different format.
 3. Failure to notify the course coordinator of an absence **prior** to a scheduled exam/test/quiz, may result in a grade of "0" for that exam/test/quiz.
 4. Any student missing more than one (1) exam/test/quiz in a course will be automatically referred to the Director.
- C. Program Absences
1. Any more than 4 absences while enrolled in the nursing program may result in dismissal from the program.
- D. Lateness
1. Students who arrive after the scheduled start time for clinical, lecture or lab more than 3 times may result in a course failure.

2. Students who arrive late for a scheduled exam/test/quiz will not be given additional time to complete the exam.

Effective Date: August 1, 2006

Revised Date: May 2009

Approved by: *Linda Martin*, Director