

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

**Attendance**

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

Procedure:

1. Attendance in theory, lab, and clinical is tracked.
2. Students are expected to be on time and attend all classes, labs, and clinical experiences. Habitual absences and/or tardiness demonstrates a lack of commitment to the educational process and is grounds for disciplinary procedures.
3. Continued absences and/or tardiness after consultation with course faculty will result in further intervention by the Director of Nursing Education.
4. Multiple absences in any combination of theory or lab may result in inability to meet course objectives and result in course failure.
5. Attendance in clinical is essential to permit repeated formative evaluations. Failure to attend clinical days may result in inability to meet course objectives and result in course failure.
6. Students will not be allowed to make-up theory, clinical or college lab hours, with the exception of scheduled make-up exams.
7. Students must report their absence in theory, lab, or clinical to the course coordinator and instructor of session being missed.
8. Students who miss two or more assessments (e.g. exams) during the course of the semester may be assigned an incomplete grade. An incomplete grade means the student may not be registered into the next scheduled nursing class the following semester and may require the student take a semester off from the nursing program.
9. Theory and College Lab Hours
  - a. A student who is absent from theory for college lab for any reason is expected to make up the work on his/her own and will be responsible for material covered.
  - b. Students who arrive after the scheduled start time will be admitted to the class at the instructor's discretion.

## 10. Clinical

- a. Students are expected to be at clinical 15 minutes prior to their scheduled start time to accommodate for clothing changes and other pre-shift requirements.
- b. Students who arrive after the scheduled start time may be sent home from clinical and counted as absent for the day.
- c. Students must notify their assigned clinical instructor prior to the start of a clinical shift of the anticipated absence. This is necessary to ensure appropriate clinical patient assignments.

## 11. Exams

- a. The student is responsible to notify the course coordinator prior to the exam being missed.
- b. Failure to notify the course coordinator of an absence **prior** to a scheduled exam will result in a grade of "0" for that exam, at the discretion of the instructor.
- c. A make-up exam may be scheduled and may be of a different format.
- d. Students who arrive late for a scheduled exam will not be given additional time to complete the exam.

Effective Date: August 1, 2006

Last Revised Date: December 2023

Last Reviewed: December 2023

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

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