

Mercer County Community College
Division of Health Professions
Nursing Program

Attendance Policy

Policy: Attendance for the nursing education program.

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

Procedure:

1. 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.
2. Students will not be allowed to make-up theory, clinical or college lab hours, with the exception of scheduled make-up exams.
3. Students must report their absence in theory, lab, or clinical to the course coordinator and instructor of session being missed.
4. Theory Hours
 - a. 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 material covered.
 - b. Students who arrive after the scheduled start time will be admitted to the class at the instructor's discretion.
5. College Lab
 - a. A student who is absent from lab for any reason will be responsible for material covered.
 - b. Students must contact course coordinator and lab instructor to determine how best to meet learning objectives for the session missed.
 - c. Students who arrive after the scheduled start time will be admitted to the class at the instructor's discretion.
 - d. Absence of more than 2 lab sessions in a 15 week course may result in course dismissal for failure to meet clinical objectives.

6. Clinical

- a. 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.
- b. Students who arrive after the scheduled start time will be sent home from clinical and counted as absent for the day.
- c. Absence of more than 2 days in a 15-week course may result in course dismissal for failure to meet clinical objectives.

7. 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.
- e. Any student missing more than one exam in a course will be automatically referred to the Director of Nursing Education.

Effective Date: August 1, 2006

Revised Date: May 2009, January 2010, May 2011, September 2013, August 2016, January 2017

Approved by:

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

Elizabeth A. Mizerek, MSN, RN
Director of Nursing Education