

*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)
  - 1. Students are expected to attend all theory hours.
  - 2. A student who is absent 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 3 or more days of the course (theory, clinical or college lab) will result in review of student progress by the course team to evaluate the student's ability to meet course objectives.
  - 4. Failure to meet course objectives in theory, college lab or clinical will result in a failing grade for that course.
  - 5. Course coordinators will refer any student with absences of 3 or more days to his/her advisor.
  
- B. Clinical and College Laboratory Hours
  - 1. Students are expected to attend all clinical and college laboratory experiences.
  - 2. Absence of 3 or more days of the course will result in review of student progress by the course team to evaluate the student's ability to meet course objectives.
  - 3. Failure to meet course objectives in theory, college lab or clinical will result in a failing grade for that course.
  - 4. Prior to clinical application, all missed labs must be made up within 10 days by appointment through the college lab coordinator.
  - 5. Clinical site absences will result in the student being required to make up time missed or complete an equivalent assignment in order to meet course objectives. This will be at the discretion of the course team.
  - 6. 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.
  
- C. 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 the student is responsible to notify the course coordinator prior to the exam. A make up exam/test will be scheduled and may be of a different format.
  3. Failure to notify the course coordinator of an absence prior to a scheduled exam, may result in a grade of "0" for that exam.
  4. Any student missing more than one (1) exam in a course will be automatically referred to the Director.
- E. Lateness for Exams/Tests
1. Students who arrive late for a scheduled exam/test will not be given additional time to complete the exam.
- F. Lateness to Clinical Sites
1. Students who are one hour or more late for clinical experience will be marked absent and excluded from participation in that day's clinical experience.

Effective Date: August 1, 2006

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Approved by: *Linda Martin*, Director