

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 in course lecture, clinical and lab is sufficient for students 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. Clinical absences for a 12-hour clinical experience is the equivalent to two (2) absences and will be recorded as such.
 6. Failure to meet course objectives in theory, college lab or clinical will result in a failing grade for that course.
 7. It is the responsibility of the student to report all clinical absences to the assigned clinical instructor at least one-half hour prior to scheduled arrival time. Students must also notify their course coordinator of any absences.
 8. Students will not be allowed to make-up any theory, clinical or college lab hours, with the exception of scheduled make-up exams.
- 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 the student is responsible to notify the course coordinator prior to the exam/test. A make-up exam/test 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, may result in a grade of "0" for that exam/test.
 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, January 2010, May 2011, September 2013

Approved by: *Donna M. Penn*, Acting Director