



## **Division of Science, Health Professions, and Nursing**

### **Nursing Education Program**

#### **Professionalism**

**Purpose:** The objective of this policy is to establish clear expectations for professional behavior, appearance, attendance, and conduct for all nursing students. This includes maintaining punctuality, minimizing unexcused absences, and consistently demonstrating preparedness and reliability in all academic and clinical settings.

**Procedure:**

1. Students who earn a Professionalism score of less than 100% will receive a proportional deduction of up to 5% from their total final course grade.
2. Appropriate communication is defined as notifying the instructor of the session AND the course coordinator in advance of absence or lateness. In the event prior notice is not possible (e.g. car accident), notification is done as soon as feasible.
3. Lateness is defined as arriving after the start of the class or lab. For clinical experiences, lateness is defined as arriving less than 15 minutes prior to the start of the clinical.
4. Students who wish to appeal their point deduction will be given the opportunity to present their circumstances to a panel of nursing faculty. Students must provide a verbal and written narrative with supporting documentation. The appeal must be received by the nursing office by the stated deadline. Requests received after that date will not be reviewed. The decision of the panel is binding. The Dean of Nursing will serve as the final arbiter in the event of a tie.

Effective Date: August 1, 2025; Revised: December 2025

Approved by:

A handwritten signature in black ink, appearing to read "Elizabeth A. Mizerek".

Elizabeth A. Mizerek, PhD, RN, FN-CSA, CNE, CEN, CPEN, FAEN  
Dean of Science, Health Professions, and Nursing

## Nursing Student Professionalism Evaluation Rubric for Clinical Courses

	Expected Performance	Minor Concerns	Moderate Concerns	Major Concerns	Unacceptable Performance
Attendance 50 points possible	50 points: No absences.	40 points: One absence with appropriate notification.	30 points: Two absences with appropriate notification or one absence without appropriate notification.	20 points: One weeks worth of absence (three classes) in a row, all related to same cause with appropriate notification.	10 points: Three unrelated absences, with or without appropriate notification.
Punctuality 30 points possible	30 points: No lateness.	24 points: One instance of lateness that is communicated in a timely and appropriate manner.	18 points: Two instances of lateness and/or one instance where the student fails to communicate the delay in a timely manner.	12 points: Three instances of lateness, regardless of notification.	6 points: More than three instances of lateness.
Preparedness for Clinical 10 points possible	10 points: Arrives consistently well-prepared. Wears the approved uniform and maintains appearance standards as outlined in the program handbook.	8 points: Generally prepared but may occasionally forget required materials or need brief time to catch up. Usually follows uniform and appearance policies with only minor infractions (e.g., wrinkled uniform, missing watch, non-compliant nails). Issues are infrequent and corrected when addressed.	6 points: Often arrives without required materials or demonstrates limited readiness for clinical tasks. Uniform and appearance standards are inconsistently followed, requiring repeated reminders to correct issues such as incomplete uniform, excessive jewelry, or grooming concerns.	4 points: Frequently unprepared for clinical activities, lacking required materials and demonstrating poor readiness for assigned tasks. Shows ongoing difficulty meeting uniform and appearance expectations, with concerns persisting despite prior counseling.	2 points: Consistently unprepared and unable to participate safely or effectively in clinical activities. Regularly disregards uniform and appearance policies with major violations (e.g., unapproved clothing, inappropriate footwear, hygiene concerns), despite repeated reminders.
Professionalism and Accountability	10 points: Consistently demonstrates	8 points: Generally professional and	6 points: Shows repeated lapses in	4 points: Demonstrates continual lapses in	2 points: Exhibits disrespectful or

10 points possible	respectful, courteous, and professional behavior with patients, staff, and peers. Takes full responsibility for actions, completes tasks independently, seeks feedback proactively, and applies it to improve.	responsible but has occasional lapses requiring reminders or guidance. Responds to feedback but may need support to consistently apply expectations.	professionalism or responsibility. Requires frequent reminders to complete tasks and struggles to apply feedback independently, indicating a need for targeted improvement.	professionalism or accountability despite prior counseling. Follow-through is inconsistent, and improvement is minimal even with ongoing guidance.	inappropriate behavior, avoids responsibility, fails to complete tasks, or resists feedback. Behavior significantly compromises professional standards and the learning environment.
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### Nursing Student Professionalism Evaluation Rubric for Non-Clinical Courses

	Expected Performance	Minor Concerns	Moderate Concerns	Major Concerns	Unacceptable Performance
Attendance 50 points possible	50 points: No absences.	40 points: One absence with appropriate notification.	30 points: Two absences with appropriate notification or one absence without appropriate notification.	20 points: One weeks worth of absence (three classes) in a row, all related to same cause with appropriate notification.	10 points: Three unrelated absences, with or without appropriate notification.
Punctuality 30 points possible	30 points: No lateness.	24 points: One instance of lateness that is communicated in a timely and appropriate manner.	18 points: Two instances of lateness and/or one instance where the student fails to communicate the delay in a timely manner.	12 points: Three instances of lateness, regardless of notification.	6 points: More than three instances of lateness.
Professionalism and Accountability 20 points possible	20 points: Consistently demonstrates respectful, courteous, and professional behavior with patients, staff, and peers. Takes	16 points: Generally professional and responsible but has occasional lapses requiring reminders or guidance. Responds to	12 points: Shows repeated lapses in professionalism or responsibility. Requires frequent reminders to complete tasks and	8 points: Demonstrates continual lapses in professionalism or accountability despite prior counseling. Follow-through is inconsistent,	4 points: Exhibits disrespectful or inappropriate behavior, avoids responsibility, fails to complete tasks, or resists feedback.

	full responsibility for actions, completes tasks independently, seeks feedback proactively, and applies it to improve.	feedback but may need support to consistently apply expectations.	struggles to apply feedback independently, indicating a need for targeted improvement.	and improvement is minimal even with ongoing guidance.	Behavior significantly compromises professional standards and the learning environment.
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