

Policy Name: Nursing Program Attendance and Tardiness
Policy Number: ACA 3.05
Title of Policy Owner: Campus Director & Dean of Academic Affairs - SCHS
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2024
Version: 1.0
Policy Status: Approved

I. Policy

Nursing Program Attendance

II. Purpose

This policy outlines the expectations for student attendance while enrolled in the nursing program at Southside College of Health Sciences (SCHS).

III. Scope

All SCHS Nursing Program Students

IV. Definitions

None

V. Policy Details

For all courses: The student is expected to be present and on time for all classes, lab and practicum experiences. Appointments, work obligations, vacations, and other personal matters are not to be scheduled when the student is committed to the classroom and practicum area.

Practicum: Practicum hours of absence are recorded on the student's final practicum evaluation tool. Tardiness and/or leaving from the practicum site early will be noted on the practicum evaluation tool and may impact the student's ability to pass course. Any student experiencing a change in health status that impacts their ability to meet the essential technical standards of the nursing student as outlined in the college catalog cannot be in the practicum setting. Depending on the specific change in health status, documentation may be required for the student to return to the clinical setting. Students will use good judgment when illness occurs. To protect patients, staff and peers, students with a fever and/or symptoms of infectious disease will NOT report to the practicum setting. The practicum instructor may dismiss a student from the practicum setting if the student poses a safety risk to themselves or patients.

Any student who misses more than one (1) scheduled practicum day per practicum course (including simulation), unless otherwise noted in the course syllabus, will fail the practicum. Additionally, students who arrive late to practicum may be dismissed

from the site resulting in one (1) practicum day missed. There is no provision for students to make up practicum days. Extenuating circumstances will be evaluated on a case-by-case basis.

Students enrolled in a precepted/mentored course must participate in 100% of the required practicum hours in order to pass the course.

Religious Holiday Absences: A student who wishes to observe a religious holiday that conflicts with classroom or practicum responsibilities must provide written advance notice to the course or practicum instructor at the beginning of the semester. The student is responsible for all material covered and assignments made during such absences. Practicum hours missed due to religious observance are included in the maximum allowable time that can be missed.

VI. Attachments

None

VII. Related Policies

ADM 2.08 – College Attendance Policy

VIII. Disclaimers

None

IX. Version Control

| Version | Date | Description | Prepared by |
|---------|------------|-----------------------|-------------|
| 1.0 | 08/01/2023 | Policy Adopted | CDDAA |
| 1.0 | 8/1/2024 | Reviewed – No Changes | CDDAA |
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