

**2018-2019 BSN Student Handbook - Addendum 1**  
*Replaces page 35 and 36 of 2018-2019 BSN Student Handbook*

**Classroom Attendance Policy:**

Students are expected to be present, punctual, and attentive for the entire classroom period.

1. Absences other than “authorized collegiate events” (See Authorized Absences and Class Attendance section) will be counted as a class absence. Students missing more than one class for an 8 week course and two classes for a 16 week course will have points deducted from their final numerical course grade.

After the above stated absence/s, **one (1) percentage point will be deducted from the student’s final numerical grade for the course for each subsequent absence.**

Extenuating circumstances (e.g. family death, emergency events) will be considered by the course instructor on an individual basis. Students wishing to claim extenuating circumstances surrounding an absence will be asked to provide documentation of the condition that led to the absence. The documentation should be submitted to the course faculty electronically not later than 24 hours of the absence. Students will receive communication either approving or denying the extenuating absence.

2. All class and clinical absences will be documented and tracked by course faculty.

3. Repeated class tardiness reflects an inability to organize and be responsible. Three incidents of tardiness will be counted as a missed class (see #1). Arriving after attendance roll is completed will equal a tardy. Early departure is considered the same as a tardy. Early departure, within the last 15 minutes of the class, will be considered the same as a tardy. Early departure prior to the last 15 minutes of class will equal an absence.

4. Repeatedly leaving the classroom is considered a distraction to the learning environment, fellow peers, and the instructor. Students will receive a warning regarding this behavior and may be advised to drop the course if the behavior continues.

5. Arriving late to class during a scheduled examination or quiz will not be tolerated. **Students arriving late for the scheduled exam time WILL NOT BE ALLOWED TO ENTER A ROOM ONCE AN EXAM OR QUIZ HAS STARTED. A grade of zero for the exam will be assessed.**

**Authorized Student Activities and Class Absence:**

While a student’s principal responsibility is to the academic program, the living-learning nature of campus life may impose additional and sometimes, conflicting expectations and demands on the student’s schedule. Participation in student government, choral activities, and athletic events are examples of authorized activities that may create conflicts for the student. The nursing program is a very rigorous program with responsibilities to accreditation and licensure boards and agencies. **Clinical hours and course work by students must be documented and completed according to the course calendars and syllabi.**

Related to authorized student activities and class absences, the following policies apply:

**It is the student’s responsibility to communicate with the course instructor prior to any course absence.**

**1. Students must request in writing (email) an explanation for missed class/assignments/clinical and the plan for make-up 24 hours prior to the authorized absence. The instructor will file the documented plan and communication in the student course file.** Should a student not communicate in writing 24 hours prior to the authorized absence the rationale for the absence and plan for make-up, the absence will be considered unexcused and a zero will be recorded.

**2. Authorized class absences** (with substantiated documentation from the College representative hosting the event) are not counted toward the maximum number of allowed absences designated by the program of nursing. For authorized class absences, class and clinical work may be completed IF, the student has made prior communication regarding the absence and presented appropriate documentation

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to the course faculty. Communication channels are outlined in this Handbook. It is imperative that students engaged in co-curricular or extracurricular activities maintain detailed communication with all course faculty.

3. Students are responsible for completion of all course and clinical work missed due to an authorized class absence. Course work must be made up within a reasonable (**defined by instructor**) length of time. Course faculty will provide **reasonable** opportunity for students to make up missed work and to have access to materials covered during the missed class or clinical.
4. By the end of the first week of classes, coaches, sponsors, directors and teachers are expected to communicate directly and clearly with instructors as to schedules and rosters of students involved in extracurricular activities. Subsequent follow-up as changes occur should also be conducted.
5. Student participation in extracurricular activities (intercollegiate athletics in particular) places additional demands and responsibilities on nursing students and requires that other absences be kept to a minimum.

### **Student Absences Other than Authorized Collegiate Events**

#### **Student Absence-Missed Coursework (this applies to didactic and clinical/lab)**

1. A student absence, other than “authorized collegiate events”, that results in missed coursework/assignments/quizzes for the day will **not be allowed to be made up and the student will receive a zero** for the coursework/assignment/quiz missed.
2. **If a student with an authorized collegiate event does not have prior communication with course faculty, missed coursework/assignments/quizzes will not be allowed to be made up and the student will receive a zero for the coursework/assignment/quiz missed.**

*Please note: documented extenuating circumstances will be considered based upon BSN student handbook policy.*

#### **Pre-Licensure BSN Student Absence from Examinations**

If, a student has followed the policies related to an authorized class absence, students may be granted the opportunity to sit for a make-up exam. Students unable to take a scheduled test or final examination **must** complete the following steps or a **grade of zero will be assigned**.

1. Student notifies course faculty by email **PRIOR TO** the absence **AND** secures an appointment to discuss the absence via phone or face to face meeting. Legitimate justification and documentation (email) for the absence must be provided by the student.
2. Mutual time is confirmed for make-up exam with course faculty and student.
3. Student reports to designated area/time to complete make-up exam. All nursing program exam policies apply.
4. Make up exams **will be** different than the original scheduled exam.
5. If these steps are not followed, the absence will be considered unexcused, and the student will receive a “0” for the exam.