



Nursing Department
Policy #029
Attendance

Status:	Originated 2017-06-01 Revised 2024-10-25, 2019-08-01
Effective:	2024-10-25
Initiated by:	Admission, Progression, Retention, and Graduation Committee
WAC:	WAC 246-840-519

PURPOSE

The purpose of this policy is to outline the requirements for student attendance in the Heritage University Nursing Program.

AUDIENCE

This policy applies to all Heritage University Nursing Department (HUND) students.

PLAN

Attendance is positively correlated with academic success. The faculty at Heritage University as well as our nursing leaders want students to be successful (American Nurses Association (ANA), 2015; ANA, 2021). Thus, at Heritage University attendance is documented for every class, clinical, and lab session. Absences may influence meeting course objectives and thus influence a student's course grade and/or satisfactory completion of a clinical and/or lab course.

If an unavoidable absence occurs, communication is essential. Contact the course head in advance to make arrangements, or as soon as possible for emergencies, and take responsibility for the work missed.

Heritage University Student Affairs is ready to help solve problems that interfere with attending class. They can be reached by phone at 509-865-0440, ext. 2001, or email at studentaffairs@heritage.edu. However, if the course head does not hear from a student, the Heritage University Catalog (<http://catalog.heritage.edu/>) attendance policy states, "a faculty member may recommend an administrative withdrawal [from a course] whenever a student misses two consecutive class sessions and does not contact the instructor" (n.d.). Prior to any such action, the course instructor will submit a Faculty Advocacy request asking Student Affairs to contact the student. Student success is the primary goal.

POLICIES AND PROCEDURES

Classroom Attendance

It is the policy of the HU BSN Program that every student is expected to fully participate in each courses through regular attendance at sessions. It is further expected that every student will be present on time, prepared to participate when scheduled class sessions begin, return on time from any breaks, and

remain throughout the class session. A student who is absent from class might not have an opportunity to make-up graded work and may have additional assignments to make-up missed class time.

- On-time attendance and full participation in class is also expected for any class sessions conducted via audio-visual technology (e.g., Zoom, Teams, etc.).
- If a class session is meeting via teleconference and the class has a reserved room at Heritage University, students may use the classroom to attend the Zoom session.
- For any class sessions originally scheduled to be in person, but are moved to Zoom (e.g., inclement weather), students are not required to turn their cameras on.

Clinical and Lab Experience Attendance

It is the policy of the HU BSN Program that every student is expected to fully participate through regular attendance at laboratory sessions. It is further expected that every student will be present on time, prepared to participate when scheduled class sessions begin, and remain throughout the lab session. Attendance at clinical practice and lab experiences is necessary to achieve learning outcomes, and will be monitored by course faculty. Missed hours can prevent adequate development of knowledge, skills, attitudes and clinical judgment required for safe and effective nursing care. Absence from clinical/lab jeopardizes the student's ability to successfully meet the required clinical course outcomes.

Any changes in the student's clinical schedule will be negotiated by the Clinical Faculty Supervisor and, if applicable, preceptor/mentor. Students are not allowed to be in the clinical setting without the Clinical Faculty Supervisor's knowledge.

Time management is a necessary professional skill, and punctuality is expected in professional comportment. Students are expected to arrive on time for clinical/lab and stay for the entire time allotted for that clinical/lab experience. Important information affecting patient care is communicated to students at the start of clinical experiences. Therefore, tardiness for clinical/lab experiences jeopardizes the student's ability to give safe nursing care.

Students will remain within the clinical site during scheduled clinical hours unless otherwise approved by the Clinical Faculty Supervisor.

An absence for extenuating circumstances requires notification to the clinical faculty supervisor. All students are responsible for notifying their assigned unit/agency and faculty supervisor of an absence at least 60 minutes prior to the scheduled start time, as directed by course syllabus.

The clinical faculty supervisor has the responsibility to ensure patient safety is not compromised. Therefore, any student unable to participate fully to provide safe and effective care to patients will be dismissed from the clinical experience and incur a clinical absence. Students, who are unprepared for a clinical agency or lab experience, as determined by the clinical faculty supervisor, will be sent home. This day will be considered an absence.

A student who is ill with a fever must confer with the clinical faculty supervisor to determine how to proceed.

The clinical faculty supervisor reserves the right to send home any student deemed impaired in such a way as to prevent safe and effective nursing care. Impairment may be due to illness, emotional turmoil, substances, or other influences. The missed time is considered an absence.

A student with a pattern of clinical/lab tardiness or absence will have challenges in achieving the clinical/lab student learning outcomes. The student may receive an unsatisfactory in the clinical component of the course, resulting in clinical nursing course failure.

The impact of missed clinical/lab/agency experience on the student's ability to meet course outcomes will be determined by the clinical faculty supervisor. The clinical faculty supervisor may require additional clinical work in order to meet the course outcomes. If the clinical faculty supervisor determines that the student requires additional work, the makeup work will be mandatory. The make-up hours may be scheduled over a weekend or over the scheduled break. The date and time of the make-up are at the discretion of the course faculty. Students who do not attend a scheduled clinical make-up experience will receive a failing grade for the course.

Absences

Unavoidable absences due to such events as an illness or family emergency, death in the family or severely ill family member sometimes occur. Students should not attend clinical practice with any illness which may be transmitted to a patient, other students or faculty. Students who are unavoidably absent from the classroom session or clinical or lab experiences are expected to notify the instructor and any assigned preceptors when applicable prior to session or experience so that alternate plans to achieve learning outcomes can be made. In the case of absences due to illnesses or injuries, a health care provider's statement may be required by the instructor for the student to return to the clinical or lab setting. The BSN Program will adhere to the HU policy on Compassionate Leave for Students (Catalog, n.d.).

Inclement Weather

When inclement weather causes the university to close, classroom sessions or clinical and lab experiences may be cancelled. Generally, if the university is closed, most didactic nursing courses will be moved to an online format (e.g. Zoom). Clinical instructors and students will communicate expectations for attendance at clinicals depending on the circumstances. When weather causes unsafe travel conditions, and the university remains open, clinical may be cancelled by the instructor with consultation from the Nursing Director. In such cases, there may be additional assignments or clinical time required of the students.

CITED AND RELATED POLICIES

Cited

- NA

Related

- Nursing Policy #009 Professionalism
- Nursing Policy #018 Grading and Evaluation of Student Performance
- Nursing Policy #033 Student Rights and Responsibilities
- Heritage University Code of Conduct
- Heritage University Student Rights and Responsibilities

WAC

Washington State Legislature. (2016). WAC 246-840-519. *Student requirements in all approved nursing education programs.* <https://app.leg.wa.gov/wac/default.aspx?cite=246-840-519>

REFERENCES

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. American Nurses Association. <http://www.nursingworld.org/Code-of-Ethics>

American Nurses Association. (2021). *Scope and Standards of Practice, 4th ed.* American Nurses Association. <https://www.nursingworld.org/practice-policy/scope-of-practice/>

Heritage University. (n.d.) *Catalog*. <http://catalog.heritage.edu/>

FORMS

No forms are associated with this policy.

POLICY REVIEWERS

Proposed revisions of this policy should be reviewed by:

- 1) Bylaws, Policies, and Handbooks Committee
- 2) Nursing Faculty Assembly

Nursing Director Signature:

A handwritten signature in black ink that reads "Darin Mork". The signature is written in a cursive style with a large, looped initial "D".