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Sent: Thursday, February 19, 2004 5:30 PM

To: Brower, John; James, Rod; Todd, Chip; Leland, Susan; MacLaughlin, Mary; Metesh, John; Mitman, Grant; Solko, Denise; Stierle, Andrea

Subject: Nursing Department Attendance Policy

Below is the language from the Nursing Department's Student Handbook. I've also attached the complete handbook if anyone is interested—nursing students are a very vocal group and forcefully advocate for their rights (perceived or real) on a frequent basis. This has prompted us to come up with *caveat emptor*-type documents which we require the students to sign. At one time, the handbook contained an elaborate procedure to ask for an excused absence, but not really wanting to be the “excuse police,” we changed our approach. Now we tell students that the syllabus outlines the objectives & requirements of the course; the **student** is responsible for meeting the objectives/requirements; and that if a student chooses to miss a class (for whatever reason), the choice may have (bad) consequences. Faculty are willing to work with students ahead of time to find reasonable alternative ways of meeting the objectives when a student makes us aware of a planned absence.

DM

Many Nursing Department standards and requirements (such as grading scale, attendance, course repetition, graduation requirements, etc.) are more rigorous and strict than general Montana Tech requirements. Please see below for an overview of these policies and requirements. Please refer to the individual course syllabus for course-specific requirements.

ATTENDANCE

Students should plan to attend class/clinical Monday through Friday (children, family members, etc. are not allowed in classes/clinical areas). Required clinical hours may also include a variety of day, evening, night and/or weekend shifts. The clinical experiences will occur in many different healthcare settings. Travel at the student's expense may be required. Hours are subject to change depending upon clinical assignments, clinical availability and individual circumstances.

The course instructor may require attendance in the classroom phase of a particular course. Please refer to the individual course syllabus for course-specific requirements. (Typical syllabus language—Due to this course's long class periods covering extensive amounts of material, heavy reliance upon student participation, and instructor guided exploration of key concepts during class, attendance is essential. Students who miss class may not be able to meet the course objectives.)

Clinical Attendance and Absence Policy

Attendance in the clinical phase is essential in acquiring experiences necessary to meet course objectives; therefore, prompt and regular attendance is required. Any period of time missed during a scheduled clinical day will be considered a missed clinical day (including arriving late, leaving early, etc.).

- If a student's clinical absences exceed two days per semester the student must either submit an *Action Plan* or withdraw from the program. The Action Plan must detail the student's plan to achieve the clinical objectives for the current clinical experience and/or any remaining clinical hours during the semester. The

student must present the action plan for approval to the involved faculty and the Director of Nursing. If the faculty/Director of Nursing approve the action plan, the student may continue with clinical/classes. If the faculty/Director of Nursing do not approve the action plan the student is required to withdraw from the Nursing Program. The action plan must be submitted to the involved faculty person before the student will be allowed to continue in clinical/class.

- If a student is not appropriately clothed, does not demonstrate a professional appearance, or does not have the required clinical supplies upon arrival to a clinical assignment, s/he will be sent home from the clinical facility. This will be considered a missed clinical day.
- If a student fails to report to an assigned clinical and does not notify the instructor and clinical facility, the student will be immediately dismissed from the Nursing Program.

Students who are involuntarily dismissed from the Nursing Program due to clinical absence must follow the procedure outlined under IV—STUDENT APPEALS (p.12) to petition for re-entry into the Nursing Program.