

# ***Undergraduate Academic Policy***

## **Attendance Policy**

### **Traditional B.S.N. and Accelerated B.S.N.**

Students are required to attend classroom, lab and clinical sessions. Each tardy or absence, defined as a student's failure to be present when roll is taken at the beginning of class, is counted as an absence. To enable the student to keep up with class work, faculty may admit a tardy student to class, but the absence is counted. Any class missed as a result of delayed or incomplete registration, failure to meet Research College of Nursing policies, or absences accrued during suspension, are subject to the attendance policy.

When illness or other special circumstances prevent attendance, the student is responsible for contacting course faculty as soon as possible to plan for meeting course requirements. Clinical sessions are planned in advance. Make-up clinical sessions are at the discretion of the faculty and may not be identical to the missed session in content or substance. Excessive absence due to illness or special circumstances may require repetition of the course. Faculty may grade a student Incomplete "I" (see Undergraduate Grading System) for excessive absence due to illness or special circumstance. Program Directors and the Associate Dean for Academic Programs will be notified when students have excessive absences.

If a student brings a child/infant to class or clinical activity, an absence will be counted. Bringing a child/infant to class or clinical activities is not permissible as it presents a potential distraction to the learning environment and is deemed inconsistent with the Mission of the College. If this occurs, the student will be asked to leave the class.

Absence is excessive when the total number of contact hours (classroom, lab, clinical) missed, exceeds three times the number of credit hours assigned to the course. A student may be given a failing course grade (F) for excessive absences.