

DELAWARE COUNTY COMMUNITY COLLEGE

NURSING PROGRAM

ATTENDANCE POLICY

Students are expected to attend all scheduled class, clinical and simulation laboratory sessions. A student who misses more than the number of clinical or simulation laboratory sessions scheduled in one week, **will be withdrawn** from the course and receive a grade of “W”. For NUS 110, more than one missed clinical or simulation laboratory session will result in withdrawal. For NUS 111, 210, and 211, more than two missed clinical days will result in withdrawal. At all levels, the student will receive an Action Plan when the limit of absences occurs and withdrawal will be clearly stated as the outcome should another absence occur. Absence on a simulation laboratory day that is scheduled in place of a clinical day, also counts as a clinical absence.

A student may appeal the decision for withdrawal from the course, in writing, to the Ad Hoc Attendance Committee within three (3) business days. The members of this committee include the Dean and representatives from the first and second year of the nursing program. The committee will consider the appeal and make a decision within three (3) business days from receipt of the appeal. The student should continue attending clinical/simulation laboratory sessions until a final decision is made regarding the withdrawal.

Additional information related to clinical or simulation laboratory sessions includes the following:

- Any missed day in any of the four (4) clinical nursing courses will result in a “make-up” assignment to be determined by the appropriate instructor.
- Lateness in excess of 20 minutes may result in a clinical absence.
- Any pattern of late arrival for clinical is unprofessional behavior and will result in a grade of “Unsatisfactory” for *Punctuality* on the clinical evaluation tool. This is a critical element and will result in a clinical and course grade of “F”.
- The second time a late arrival occurs, the student will receive an Action Plan.
- In a situation where a student is absent and has not contacted the instructor regarding the absence, immediate withdrawal will result. This is unprofessional behavior and will not be tolerated. Following a withdrawal for this reason, the student has the right to appeal to the Ad Hoc Attendance Committee.