

---

TOPIC:

Attendance

---

The following summary of guidelines and procedures are to clarify acceptable behaviors for the student in the Cloud County Community College Associate Degree Nursing Program. This guideline is in conjunction with the policies outlined in The Student Handbook of Cloud County Community College

College Policy - Click here to view the [Attendance Policy](#)

Nursing Program Attendance

The student is entering a profession which requires personal integrity and responsibility. Attendance and active participation in all aspects of the course, including classroom and clinical setting. Attendance is expected and paramount to each participant's successful completion of course requirements. Absence may trigger a Faculty/ Student Conference and may result in a "Contract for Success".

In the event that a student's pattern of absence or tardiness becomes excessive (as defined by this guideline, the clinical site, and/or the individual faculty), the faculty reserves the right to request that the student withdraw from the course or receive a failing grade for the course.

Classroom

- Attendance is expected in all classes.
- Arriving late to class is disruptive to the instructor and the other students.
- Excessive tardiness may require initiation of a "Contract for Success."
- If absence is unavoidable the instructor must be notified prior to the classroom session.
- Anticipated absences must be presented to the faculty as soon as possible.
- It is the responsibility of the individual student to seek assistance following an absence, or to secure information relative to assignments and/or announcements made during the class, simulations or clinical missed. An identified resource for achieving this is to reach out to your partner for success.
- Students are responsible to complete ALL assignments.

Clinical

The following pertains to absence from activities occurring in the clinical setting. If a student is unprepared for the assigned clinical experience or is impaired, the student may be denied clinical access at the instructor's discretion. ([See Impaired Practice](#))

- All students are required to arrive on time to clinical experiences.

---

TOPIC:

Attendance

---

- In the event of absence due to illness or emergency, it is the student's responsibility to notify the appropriate clinical instructor at least 1 hour prior to the time the experience is to begin and the Nursing Office at 785-243-1435 Ext 332 if they will be tardy or absent. Check with your clinical instructor for specific notification expectations. Clinical is a mandatory part of the program.
- Clinical is defined as any activity organized by the Nursing Program, including outside facility clinical, simulated clinical, and service learning activities.
- Any clinical absences in a semester will result in the student being placed on a contract for success. Two or more clinical absences may result in clinical failure.
- Any missed clinical activity will be made up in a clinical area at your instructor's convenience and is mandatory. Patterns of behavior related to absence and/or tardiness (or any unprofessional behavior in the classroom or simulation center) will be reported to the Program Administrator, at which time a decision will be made regarding the student's continuation in the Nursing Program.
- Clinical absence and/or tardiness will be reflected on the student's Clinical Evaluation Tool. Daily clinical points will not be awarded. Tardies will be evaluated as "Unmet" and are defined as arriving after designated start time and will be accumulated on a semester basis. Late arrivals in excess of 15 minutes will be considered a clinical absence and, at the discretion of the instructor, the student may be dismissed for the day. Even if the student is allowed to stay (when more than 15 minutes late), they will be expected to make up the absence.
- Students are expected to show evidence of preparation for each clinical experience
- Students who are or become ill or injured while in the program must notify the Nursing Administrator immediately so that their clinical instructor can be informed. A physician's release to continue with the normal physical demands of the program, which is part of providing total patient care, is required. There is no accommodation for light duty in the clinical setting. Students must be "fully fit for duty". For any change in health status, a physician's written release to continue or resume participation in clinical is required.

All decisions regarding clinical attendance are final and will occur at the discretion of the faculty for that course. Any absence problems which cannot be resolved between the faculty and the student are referred immediately to the Nurse Administrator. In cases of clinical jeopardy, and questionable promotion, the faculty team will review the disposition of an individual student situation. The Division Dean is the final arbiter in all absence disputes.