



SCHOOL OF NURSING POLICY

Policy Name: Classroom and Clinical Attendance Policy

Approval Authority: Rutgers School of Nursing Faculty

Responsible Executive: Executive Vice Dean

Responsible Office: Academic Administration

Adopted: 9/28/2015

- 1. Policy Statement:** The School of Nursing sets specific expectations for student classroom and clinical attendance.
- 2. Who Should Read this Policy:** All School of Nursing Students
- 3. Resources and Related Documents:**
Rutgers University Course Attendance Policy
<http://policies.rutgers.edu/sites/policies/files/10.2.7%20-%20current.pdf>

4. Policy

Attendance at all regularly scheduled meetings of a course is expected. Faculty will define classroom attendance expectations. A student shall be permitted to make-up required exercises and examinations missed as a result of absences when these are authenticated. It is the policy of the University and School of Nursing not to cancel classes on religious holidays; students who are absent because of religious observances are excused without penalty and will be allowed to make up work missed because of such absences.

The President of the University or an official appointed by him or her is authorized to cancel classes at the University or any part thereof in the event that weather conditions so dictate. When classes have been canceled by the University, all School of Nursing classes, including clinical classes are canceled.

The recognized grounds for absences are:

1. Illness requiring medical attention.
2. Curricular or extracurricular activities approved by the faculty.
3. Personal obligations claimed by the student and recognized as valid.
4. Recognized religious holidays.
5. Severe inclement weather causing dangerous traveling conditions.

Absences from the Classroom

It is expected that all students attend classes. It is the right of individual faculty to set their own classroom expectations.

Student Absence from Clinical

Students are expected to attend every session of a clinical practicum. Should an absence occur, the student must make up the missed time. The specific nature of the make up assignment is at the discretion of the faculty member or preceptor. Arrangements for making up clinical time are based on availability of the clinical site, faculty, specific learner needs, and student availability. Progression to the next level may be delayed until these accommodations can be made.

Students must personally notify the clinical faculty/preceptor and/or clinical site in which they are placed if absence from a clinical day is necessary. Specifics of this notification process will be supplied by the clinical faculty. Students who miss more than one clinical day may be required to be evaluated by the program director or associate dean.