



## Entry to Baccalaureate Practice and Advanced Nursing Practice Divisions Classroom and Clinical Attendance

<b>Policy Number:</b> ANP-EBP 2024-001	<b>Version Number:</b> 1
<b>Approval Authority:</b> Faculty of Rutgers School of Nursing	
<b>Policy Owner:</b> The Dean	
<b>Effective Date:</b> 9/28/2015 & 2/6/17*	<b>Revision date(s):</b> 8/15/2024 and 4/28/2025

\*This policy combines and supersedes several older policies, including Entry to Baccalaureate Practice Clinical Lateness (2/6/17); Classroom and Clinical Attendance Policy (9/28/2015)

### 1. Policy Statement

This policy sets expectations for classroom and clinical attendance as well as make-up procedures.

### 2. Reasons for Policy

To provide guidelines for course and clinical attendance and the process for the completion of missed coursework requirements.

### 3. Who Should Review This Policy

All School of Nursing faculty, instructors, students and staff.

### 4. Resources and Related Documents:

[Rutgers University Course Attendance Policy](#), 10.2.7

### 5. Definitions, Pre-licensure Programs (Baccalaureate)

- **Tardy:** Arrival within 15 minutes after the start of the class or clinical.
- **Absence:** A class or clinical absence is defined as any of the following:
  - Failure to attend a class or clinical meeting.
  - Arrival more than 15 minutes after the start of a class or clinical meeting.
  - Three instances of tardiness equates to a class or clinical absence.
- **Excused absence:** The recognized grounds for an excused absence are:
  - Illness (proof of illness may be required, such as doctor's notice or evidence of test result)
  - Personal emergency or obligations claimed by the student and recognized as valid
  - Bereavement
  - Participation in recognized curricular or extra-curricular activities
  - Recognized religious holidays (see [Rutgers listing of religious observances](#))
  - Severe inclement weather causing dangerous traveling conditions. Note: Should classes be canceled by the University due to inclement weather, clinical classes are also

canceled.

- Jury duty

- **Off-campus Clinical:** Clinical experiences hosted off-site at a site appropriate for each clinical course including but not limited to hospitals, long-term care facilities, rehabilitation facilities, and mental health facilities.
- **On-campus Clinical:** Clinical experiences hosted on-campus including but not limited to lab and simulation activities.
- **Community Clinical:** Clinical experiences hosted in community settings including but not limited to schools, community centers, and health fairs.

## 6. The Policy (Entry to Baccalaureate Practice)

### Clinical absences

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This policy pertains to off-campus clinicals, on-campus clinicals and community clinicals.

Students are required to be present for all clinical experiences; they are expected to be present for the entire experience, beginning to end.

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.

One unexcused absence will result in a clinical warning. More than one unexcused clinical absence will result in a clinical failure.

A student whose clinical absences total more than 15% of the total number of clinical hours in a single course, over a single semester, will be given a mandatory failure (F) for the clinical component of the course, which will result in a failure for the course.

**Exceptions:** Even though students are expected to be present for all clinical experiences, they may not attend clinical if sick, including but not limited to fever, respiratory illness, and/or gastrointestinal illness.

**Make-up** All clinical absences, regardless of the reason for the absence, must be made up.

The Division of Simulation and Clinical Learning will provide one (1) clinical make-up day for each clinical course in the undergraduate nursing curriculum. During this make-up day, a Division faculty will facilitate an on-campus clinical experience to meet course objectives. The clinical make-up day will be scheduled during final exam week. Therefore, the date and time will not be available until the final exam schedule is released.

The course lead will make arrangements for the second make-up day.

Should an instructor be absent, an alternative clinical experience will be arranged at the discretion of the course lead.

Faculty will verify that the student successfully completed the entire clinical make-up session. If the student does not complete the entire clinical make-up session on the scheduled date, the student will be given a mandatory failure for the clinical component of the course, which results in a course failure.

### **Classroom absences**

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

## **7. The Policy (Advanced Nursing Practice)**

### **Clinical absences**

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This policy pertains to clinical practicum experience and on-campus clinical activities. Students are expected to attend every session of a clinical practicum. Should an absence occur for any reason including inclement weather, the student must make up the missed experience. The specific nature of the make-up assignment is at the discretion of the faculty member or preceptor. However, students must complete the required practicum hours for the clinical course. Arrangements for making up clinical time are based on the availability of the clinical site, faculty, specific learner needs, and student availability.

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 subject to a clinical warning and required to be evaluated by the program director, assistant dean, and/or associate dean.

### **Classroom absences**

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It is expected that all students attend classes. See the course syllabus for the course-specific policy on class absences.