

## **Clinical Absences Policy 3.3**

**Original Implementation: September 10, 1993**

**Last Revision: May 2019**

In order for an absence to be excused, the student must be excused directly by the clinical instructor. If so directed by the instructor, the student must bring a written excuse by the health care provider.

An unexcused absence will result in a clinical “F” day for the BSN and RN-BSN students and places the MSN students at jeopardy to fail the course clinically.

Unexcused absences are defined as any absence that was not cleared with the instructor prior to the clinical experience, or any absence not directly related to illness of self, or death of immediate family member or significant other. In the event of an emergency preventing prior notification, the instructor should be notified within 24 hours of the missed clinical day.

### **PROCEDURE:**

In the event of an imminent absence, the student will:

1. Notify the instructor according to his/her (the instructor's) stated instructions in the syllabus.
2. Notify the clinical agency, if appropriate, at least one hour prior to scheduled clinical experience.
3. Absence of more than ten percent (10%) of clinical time will result in failure of the course.
4. A student may petition an adverse action pursuant to the ten percent (10%) absence rule to the Student Affairs Committee. The petition may be handled in an expedited manner if appropriate. Documentation supporting the reason for the absence will be required with the petition.