

## **ABSENCE POLICY AND PROCEDURES**

### **Policy:**

**Please note: Absence is included on student transcripts. When requesting references from faculty, it is important to remember that employers always ask if the applicant has good attendance, as this is often the deciding factor when seeking employment.**

The faculty and staff of the CSLPNCC recognize the many challenges adult learners face when trying to balance the demands of school with those of their personal lives. However, attendance and punctuality are important to each student's academic success. Students must fulfill the objectives of each curriculum level in order to progress to the next level. Absenteeism may result in failure to meet the objectives, which leads to failure in the program.

All absences, classroom or clinical, must be reported as explained in the Reporting Absences section of this policy.

### **Absence on Classroom Days:**

When a student misses a class day it is his/her responsibility to make sure they meet the learning objectives of the day. Students need to refer to their syllabus to see what objectives and learning content were covered during their absences. Students must also meet with the instructor to ensure objectives have been met. Refer to each course syllabus for information on missed exams.

### **Excessive Classroom Absenteeism within in each level:**

Attendance will affect a student's enrollment status as follows:

At three days absence – a warning letter will be issued

At four days absence – the student is placed on academic probation

At five days absence – the student is dismissed from the nursing program

When a student is placed on academic probation, he/she is expected to meet with the director/admissions committee to establish an action plan. The director/admissions committee will not create the plan for the student. However, the director/admissions committee will assist the student to amend the plan as needed. Therefore, the student should come to the meeting with a plan in mind. Students are expected to follow the agreed upon action plan. Students must notify the director/faculty of any potential problems that might interfere with successful completion of the remediation plan. **Students who continue to accumulate absences after the director approves the remediation plan will be at risk of immediate termination from the program.**

### **Classroom Make-up Work:**

Make-up of classroom work will be at the discretion of the instructor. You must contact the instructor at the beginning of the day of return. It is your responsibility to obtain material presented during the absence. If an absence occurs on a day when an examination is scheduled, the examination must be made up as per course syllabus.

**Absence on Clinical Days within each level:**

First clinical absence – make-up not required

Second and third clinical absences – make-up is required, students must pay a \$100 fee per day for clinical make-up.

**Anything in excess of three clinical absences within a level will result in dismissal from the program.** Students dismissed from this program due to clinical absences will be allowed to apply for readmission to the program. Should dismissal due to clinical absenteeism occur a second time, readmission will be denied.

Clinical make-up includes fundamental's lab, all clinical sites, clinical orientation, computer orientation, health fair, NCLEX review, job fair, Leadership Day and any other specified clinical hours. Faculty may need to change clinical schedules to accommodate clinical instruction.

Clinical make-up assignments will be determined by faculty to ensure students are able to meet the clinical objectives for each level. Students must pay the fee for each make-up experience at least one day prior to the scheduled make-up day. Instructors will not accept any checks or money orders on the clinical unit.

**Tardiness and Early Departure**

On any class day, if a student misses more than half of the scheduled hours that the instructors determine are needed and provided for that day, a full day absence is recorded. On any class day, if a student misses half or less than half of the scheduled class hours that the instructors determine are needed and provided that day, a half-day absence is recorded.

On any clinical day, if a student leaves before 11 a.m./5 p.m., a full day absence is recorded. On any clinical day, if a student leaves after 11 a.m./5 p.m., a half-day absence is recorded. **Tardiness or early departure in excess of 15 minutes constitutes a half-day absence.**

Late arrivals and early departures are disruptive to the classroom and clinical setting. The CSLPNCC Student Handbook addresses tardiness and early departures under the heading of Academic Incivility (p. 12). Habitually tardy students will risk disciplinary action that may include dismissal from the program. Academic probation for habitual and patterned tardiness may continue from one level to the next or throughout the entire educational program.

**Tardiness is defined as arrival to class or clinical greater than or equal to 5 minutes past the scheduled start time. Habitual tardiness is defined as the accumulation of 4 or more tardy occurrences in any given level. Occurrences of tardiness are recorded whether or not the student accrues a half-day absence.**

## **Excused Absences**

The only absences that may be excused are as follows:

- A.) A call to duty in the armed forces
- B.) Jury duty
- C.) Subpoenaed court appearances and court ordered appearances to non-courtroom meetings.
- D.) Nurse Aide certification testing
- E.) Naturalization ceremonies (US Citizenship)
- F.) Bereavement

The above are excused absences and will not be counted as an absence. All such instances **must be certified in writing** by the appropriate agency.

## **Bereavement Leave**

If a member of your immediate family dies, you may be absent three days; if a near relative dies, you may be absent the day of the funeral. Immediate family members are defined as: father, mother, brother, sister, son, daughter, husband, wife, grandparent, parent-in-law, or any person with whom the student has made his or her home. A near relative is defined as first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

## **Maternity/Paternity Leave and Medical Leave of Absence**

Pregnant students are responsible for their own medical care. However, the administration and faculty of the LPN Career Center strongly encourage pregnant students to obtain appropriate prenatal care throughout their pregnancies.

As soon as pregnancy is confirmed, a pregnant student must notify the director and provide medical documentation of any limitations that should be observed for that student throughout the pregnancy. If no limitations are required, medical documentation of that decision must also be submitted to the director. Medical appointments, including prenatal care, are treated in the same manner as other absences.

Expectant students must submit a letter to faculty requesting a maternity/paternity leave of absence prior to delivery. Ten school days will be allotted for maternity/paternity leave. The faculty will review the request and determine the impact of the leave on the student's enrollment based on the following criteria:

- Student's academic progress
- Student's clinical progress
- Student's absence record

Written permission from a physician is required to return to school after the ten day maternity leave. Physician documentation must specify any limitations that should be observed for that student.

**A medical leave of absence may be requested when illness/surgery requires that the student must be out of class for more than three days. Ten days will be granted by the faculty for a medical leave with a written excuse from a doctor stating the need for/ reason for the leave using the same decision criteria used for granting a maternity leave. Written permission from**

**a physician is required to return to school after an absence of three or more consecutive days. Students who are granted a maternity/paternity or medical leave are required to meet with each of their instructors upon returning to school to establish a plan to make-up and meet missed learning objectives.**

**Procedure for Reporting Absences:**

Students are required to notify the LPN Career Center or clinical instructor of an absence.

- Classroom absences must be reported via email or phone call prior to 0800. **Do not leave a voicemail.** Students must speak to someone directly when calling the LPN Center to report classroom absence or late arrival.
- Clinical absences must be reported per the instructor's clinical syllabus. Students must speak to the instructor or leave a voicemail. Text messages or emails are not acceptable when reporting clinical absences. **Do not call the school to report a clinical absence.**

**A student who accrues two days absence without notifying the LPN Career Center or clinical instructor will be immediately terminated from the program.**

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