



# ATTENDANCE POLICY PRACTICAL NURSE PROGRAM<sup>1</sup>

Effective Date: October 3, 2011

Revised: May 15, 2017

Dorsey Schools has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, thousands of Detroit metropolitan area employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance. Therefore, Dorsey Schools adheres to a stringent attendance policy based on the standards below.

### Classroom Lecture/Lab Courses

Missed Hours <sup>2</sup>	Result
10%	Written warning Extra Assignment
+1 additional hour	Meeting with Director of Nursing
+1 additional hour	Meeting with Director of Nursing and Managing Director Termination from Program*

### Clinical Rotations

Clinical hours **CANNOT** be missed for NUR116 Maternal and Newborn Nursing and NUR118 Pediatric Nursing. The table below refers to all other clinical rotations.

Missed Hours <sup>3</sup>	Result
1-8	Meeting with Director of Nursing Schedule Make-Up Hours
>8	Meeting with Director of Nursing and Managing Director Termination from Program*

Students are required to complete ALL clinical practical hours and are required to make up any missed hours. Arrangements to make up these hours must be done with the Director of Nursing and will require the student to complete their hours on weekends, during school breaks or on second or third shifts depending on the availability of a Clinical instructor and clinical site. Failure to make up the missed time will result in failure of the course.

See individual course syllabus for more details on clinical rotation requirements regarding attendance.

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<sup>1</sup> Students absent from all classes for 14 consecutive calendar days including weekends and excluding breaks between mods or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks less than 5 consecutive days must be counted in consecutive days absent.

<sup>2</sup> Four instances of being tardy are equal to one hour of absence. ("Tardy" is defined as arriving to class 1 to 15 minutes late or departing from class 1 to 15 minutes early.)

<sup>3</sup> Missed clinical hours MUST be made up.