



# PRACTICAL NURSE PROGRAM ATTENDANCE POLICY

Effective Date: December 7, 2022

Dorsey College is dedicated to preparing individuals for promising career opportunities and reinforcing the development of self-esteem, self-reliance, discipline, and confidence in all graduates. We have found that good attendance is clearly linked to successful completion of all course work and preparation for a successful career, therefore it is expected that students attend a minimum of 90% of their scheduled course contact hours to earn a passing grade. Lecture/lab classroom absences more than 10% could potentially result in failure of the course(s)<sup>1</sup>.

## Classroom Lecture/Lab Courses

40-hour course

### **CLASSROOM/LAB MISSED HOURS:**

Missed Hours	Result
5 hours	Written warning Extra Assignment
6 hours	Meeting with Director of Nursing
7 hours	Course Failure (and possible termination from the program) pending mitigating circumstances <sup>2</sup>

50-hour course

### **CLASSROOM/LAB MISSED HOURS:**

Missed Hours	Result
6 hours	Written warning Extra Assignment
7 hours	Meeting with Director of Nursing
8 hours	Course Failure (and possible termination from the program) pending mitigating circumstances

## Clinical Attendance Expectations

Students are required to complete ALL clinical practical hours as scheduled. Missed clinical hours are only made up for approved mitigating circumstances. Make-up hours must be completed under the supervision of nursing faculty and are scheduled based on the availability of the clinical site and nursing faculty. These may be scheduled during weekends, scheduled school breaks, and/or second or third shifts. There is never a guarantee that make-up hours will be available. If all clinical hours are not met, then failure of the course will result.

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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.

\*Due to the elongated break between the Fall B and Winter A terms, students absent from all classes for 12 consecutive calendar days including weekends and excluding breaks, will be dismissed from school.

<sup>2</sup> Mitigating circumstances are any personal/family related events that cause a student to miss clinical/class that is accompanied by documentation that will justify the absence. This does not excuse the absence, but the Instructor/DPNCO/DON can take the event into consideration as long as proper documentation can justify the need for the absence, to determine if make up will be allowed. Make up is never guaranteed, as absence is never excused.