Policy S-6 FORDA STATE UNIVERSITY
COLLEGE OF NURSING

TITLE: CLASS ATTENDANCE
POLICY: Per 2017-2018 Undergraduate Bulletin (p.71)

Required First Day Attendance Policy: University-wide policy requires all students to attend the first class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers.

Class Attendance: All students are expected to abide by the class attendance policy set forth by the instructor in each class in accordance with the Faculty Handbook. When possible, students also must provide advance notice of absences, as well as relevant documentation regarding absences, to the instructor as soon as possible following the illness or event that led to the absence.

Any arrangement to make up work because of class absence is the responsibility of the student. The instructor, who will explain the evaluation (grading) statement at the beginning of the term, determines the effect of absences upon grades. Ultimately, the authority for deciding whether the student is excused for medical reasons rests with the instructor. Excused absences include documented illnesses, deaths in the family, and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will be given to students whose dependent children experience serious illness.

Within the University there are several categories of students that are expected to exhibit behavior that conforms to the group to which they belong. These units include, but are not limited to, ROTC cadets, academic honor societies, veterans, athletes, medicine, and nursing majors. Membership within these units implies that the student agrees to fulfill the obligations of the organization.

Additional College of Nursing Requirements:

The FSU College of Nursing’s undergraduate curriculum is developed to provide the number of theory and clinical hours required by the Florida Board of Nursing. Any required hours lost due to absence must be completed by the student within the duration of the course. The inability of a student to complete the hours within the allotted time may result in a revision of the student’s academic map.

Student absences are to be documented by the Instructor including documentation
of how the content or clinical missed will be made up. This documentation should go into the student’s file and a copy sent to the Assistant Dean for the Undergraduate Program.

Absences or requests for absence that are beyond those identified as excused by the university or include absences longer than two consecutive days are to be handled by the Assistant Dean for the Undergraduate Program. Students making requests for extended absences to faculty should be referred to the Assistant Dean for the Undergraduate Program.

RATIONALE: The Florida Board of Nursing requires a minimum number of theory and clinical hours for traditional and ABSN students to be eligible for licensure as a registered nurse.

Approved by Faculty on 10/20/17