

Policy S-6
FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING

TITLE: **ATTENDANCE**

POLICY:

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 course.

Clinical/Lab/Simulation Attendance: Students are expected to arrive at their assigned clinical site (lab, simulation, bootcamp) on time and per dress code guidelines. Late arrival may result in being dismissed for the day (faculty discretion). Due to scheduling constraints and faculty availability, there may not be an opportunity to make-up a missed lab, simulation, bootcamp, or clinical, resulting in failure of the course. Additionally, an unexcused absence from lab, simulation, bootcamp, or clinical will result in a failure.

Students who schedule an exam in the Testing Center (or elsewhere) during another scheduled class, lab, simulation, bootcamp, or clinical, will receive a **zero** on the exam. In addition, students will also receive an unexcused absence for the missed lab, simulation, bootcamp, or clinical and will not be provided a make-up day. This will most likely result in failure of the course/clinical/lab. ***There will be no exceptions made to this rule.***

Excused absences will be accepted, and a make-up day will be scheduled for the last Friday, Saturday, or Sunday of the semester (at the end of final exam week). Make up days will not be scheduled throughout the semester. Students will only be allowed to attend a make-up day with prior approval from the undergraduate assistant dean's office. Failure to attend the scheduled make-up day at the end of the semester will result in failure of the clinical.

Students 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.

Additionally, planned absences must be reported to and approved by the instructor(s) **60 days prior** to the planned absence.

Excused absences include documented illnesses, deaths in the immediate family, active military duty or jury duty, university recognized religious holy days, official University activities, unforeseen and other documented crises. Students will be required to submit official documentation to support their absences. A valid excuse needs to be signed by a licensed health care provider (HCP) on official letterhead, dated and should include the provider's license number. The faculty member and/or administration may choose to request you have the letter sent directly from the provider to the Assistant Dean's office. Failure to do so will result in the absence being unexcused.

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.

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.

Additional College of Nursing Requirements:

The FSU College of Nursing's curricula are 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, lab, bootcamp, or clinical.

Student absences are to be documented by the instructor including documentation of how the content or clinical missed will be made up.

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.

RATIONALE: The College of Nursing requires a minimum number of theory and clinical hours.

Approved:

Faculty:

10/20/17
1/24/2020
3/22/2024

Dean:

1/24/2020
3/22/2024