

SU24 Addendum

Update Nursing Attendance policy, lab section on page 74, to:

LAB: If absent or tardy from lab, the student must complete a Lab Make Up Request Form (in Populi) and turn in all documentation for the absence to the Lab Coordinator by day seven (7) after the absence. Starting on day 8 if no attempt has been made to complete and turn in paperwork/documentation, no makeup will be accepted which will result in failure of the lab/clinical/didactic. An unexcused absence for lab will result in failure of the lab (and corresponding course and clinical, as applicable).

For labs with 6 or more meeting sessions, three absences regardless of the circumstance will result in failure of the lab. Students may miss up to the equivalent of 2 lab sessions for labs with 6 or more sessions, which can accumulate from missed time from tardiness, returning late from break, or leaving early. If the same lab (Ex. PNUR 101 Lab) is held on different days each week, one equivalent lab session from accumulated missed time will be hours equal to the shorter of the two sessions. A third missed day for any reason will result in failure of the lab (and associated course and clinical as applicable).

For labs with 5 or fewer sessions, two absences regardless of the circumstance will result in failure of the lab. Students may miss up to the equivalent of 1 lab session for labs with 5 or fewer sessions, which can accumulate from missed time from tardiness, returning late from break, or leaving early. If the same lab is held on different days each week, one equivalent lab session from accumulated missed time will be hours equal to the shorter of the two sessions. A second missed day for any reason will result in failure of the lab (and associated course and clinical as applicable).

Students must contact the instructor at least two hours prior to absence of lab. A No Call/No Show for Lab is automatic course failure. The student must request lab make-up within 7 days of the missed lab. On-campus lab checkoffs will be scheduled by the Lab Coordinator. Failure to attend the scheduled time for lab checkoffs by the final scheduling date will result in a failure of the checkoff, and failure of lab, didactic and clinical.

All lab skill assignments must be submitted on the due date for credit. Late assignments are not possible, there can be no exceptions to this policy. Please plan accordingly. Failure to submit lab evaluations by the required date is grounds for automatic course failure.

Students must contact the instructor at least two hours prior to absence of checkoff. A no Call/No Show for checkoff is an automatic course failure. The student must request make-up within 7 days of the missed checkoff.

Tardies will not be tolerated. The lab doors will be locked 5 minutes after the start time, and you will not be allowed to join class until the class break. This includes returning from breaks. All missed time must be approved and made up if approved. Tardy time is cumulative.