

To: Current CON Students
From: Dr. Brian C Oxhorn, Dean, College of Nursing
Date: May 27, 2020
Re: Addendum to 2019-2020 Student Handbook regarding unexcused absences & Punctuality in clinical courses

This memorandum is to serve as official notice of changes to the Missed Assessments, Attendance in Lab, Attendance in Clinical Course, Punctuality in Clinical Courses, and Targeted Clinical Remediation (ABSN only) policies. The **highlighted** or ~~struckthrough~~ areas contain revised language approved by the CON Faculty Council. These policies are effective July 1, 2020.

Excused Missed Assessments

Requests for excused absences are only granted for initial assessments and/or initial reassessments. Makeup assessments and reassessments must be completed by the deadlines outlined below, or students will receive a grade of No Pass “NP” and be required to attend the next remediation period scheduled for that course. Excused absences are not permitted for makeup assessments or makeup reassessments. Students with prolonged illnesses or other personal issues that result in multiple absences may be denied excused absences and will be asked to consult with a College administrator regarding taking a leave of absence (see Leave of Absence).

If an absence from a scheduled assessment is excused, the student will be assessed during the scheduled reassessment. Since the student could not participate in the team assessment, the student will not be entitled to receive team points for the reassessment. Students who had an excused absence for the assessment and do not pass the reassessment will have the opportunity for a makeup assessment. The makeup assessment must be completed within two business days of the reassessment. Otherwise, the student will receive a No Pass “NP” and will be required to attend during the next remediation period for that course. If an absence from a scheduled reassessment is excused, the student will have the opportunity for a makeup reassessment. The makeup reassessment must be completed within two business days of the scheduled reassessment. Otherwise, the student will receive a No Pass “NP” and will be required to attend during the next remediation period for that course. If a student has an excused absence for both the assessment and the reassessment, the student will have the opportunity for a makeup assessment and reassessment. The makeup assessment and, if necessary, the makeup reassessment, must be completed within five business days of the initial assessment. If the student has not passed the makeup assessment or reassessment within five business days of the initial assessment, the student will receive a No Pass “NP” and will be required to attend during the next remediation period for that course.

Faculty who write assessment items need not be present during any makeup assessment or re-assessment. No pre- or post-assessment review will be provided for makeup assessments or reassessments. The date and time of the makeup assessment or reassessment may or may not be scheduled during regular school hours. ~~If an absence from a scheduled assessment is unexcused, the student will receive a No Pass “NP”. The student will be required to attend the scheduled reassessment and pass that reassessment or attend the next scheduled remediation period for that course. If an absence from a scheduled reassessment is unexcused, the student will be required to~~

attend the next scheduled remediation period for that course (to be determined by course faculty in conjunction with the Campus Dean/Associate Dean) and be assessed on those outcomes at that time. More than one unexcused absence is not permitted. Following an unexcused absence from a regular course assessment or reassessment, the student will be notified, in writing that any additional unexcused absences will result in the student being placed on academic probation (See Academic Probation).

Unexcused Missed Assessments

If an absence from a scheduled assessment is unexcused, the student will receive a No Pass “NP” on that assessment. The student will be required to attend the scheduled reassessment for that course.

If an absence from a scheduled reassessment is unexcused, the student will receive a No Pass “NP” on that assessment. The student will be required to attend the next scheduled comprehensive remediation assessment for that course.

If an absence from a scheduled comprehensive remediation assessment is unexcused, the student will receive a No Pass “NP” on that in the course and will be required to repeat the course with a subsequent cohort pending space availability.

Following the first unexcused absence from a regular course assessment or reassessment, the student will be placed on academic probation and receive an Academic Intervention Plan to include written notification that additional unexcused absences will result in academic suspension from the College of Nursing.

Following the second unexcused absence from a regular course assessment or reassessment, the student will be placed on academic suspension and receive an Academic Intervention Plan to include written notification that additional unexcused absences will result in academic termination from the College of Nursing.

Following the third unexcused absence from a regular course assessment or reassessment, the student will be terminated from the College of Nursing and not eligible for automatic readmission to a subsequent cohort. The student may re-apply to the College of Nursing through the College’s Admissions Application process as outlined in the 2020-2021 Student Catalog.

Attendance in Lab

Attendance is required at all scheduled Skills and Simulation laboratory sessions. An excused absence (as described above) from the Skills and Simulation lab must be re-scheduled with the Skills and Simulation Faculty and be completed prior to the next assessment.

Unexcused absences from scheduled Skills and Simulation laboratory sessions will not be re-scheduled with the student. An unexcused absence from Skills and Simulation instructional periods for any reason does not relieve the student from responsibility for the material covered during the missed period.

Following the first unexcused absence from a scheduled Skills and Simulation laboratory sessions, the student will be placed on academic probation and receive an Academic Intervention Plan to include written notification that additional unexcused absences will result in academic suspension from the College of Nursing.

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Following the third unexcused absence from a scheduled Skills and Simulation laboratory sessions, the student will be terminated from the College of Nursing and not eligible for automatic readmission to a subsequent cohort. The student may re-apply to the College of Nursing through the College's Admissions Application process as outlined in the [2020-2021 Student Catalog](#).

Attendance in Clinical Courses

Attendance at clinical sites for the entire assigned time period is mandatory. The student is responsible for notifying the clinical instructor in advance if she or he will be tardy or absent from clinical. Excused absences will be granted only by the Director of Clinical Resources or designee. Students are required to complete all clinical assignments and clinical hours, even if the absence is excused. The student must make-up time missed from the clinical rotation during the designated remediation period, if any. Clinical make up time is based on availability and is not guaranteed.

Students who are meeting course outcomes and have an excused clinical absence (see [Attendance at Instructional Periods, Assessments and Remediation](#)), may miss 1 day in clinical courses that are two or three weeks long and up to 2 days in clinical courses that are four weeks long without being required to remediate/repeat the clinical course in which the absence occurred. The student will receive an alternate clinical assignment that is comparable to the missed clinical day(s), (i.e. Simulation Lab and/or written assignments or disease concept maps, etc.). The alternate clinical assignment will be consistent with the established clinical outcomes and the student's learning needs. All alternate clinical assignments must be approved by the clinical instructor and the Director of Clinical Resources. **The option for an alternative clinical assignment is only available for two courses.**

Students who are absent more than 1 day in a two or three week clinical or 2 days in a four week clinical, even if the absences are excused, will be required to remediate the clinical rotation the next time it is offered and clinical space is available.

If the student has an excused absence in a third course, the student will receive an incomplete for that clinical course and is not eligible for an alternative clinical assignment. The missed clinical time must be completed during the next remediation period (BSN) or the next time the course is offered on the curriculum calendar based on space availability (ABSNT).

Students with an unexcused absence will be given a No Pass, “NP” for the course and be required to repeat the clinical course the next time it is offered, and clinical space is available.

Punctuality in Clinical Courses

Being on time for the start of clinical shift conferences and meetings is a sign of professionalism and is therefore **mandatory**. If there is a likelihood that the student will be tardy, the instructor must be contacted before the start of the clinical. The report time is determined by the faculty member. Failure to notify the clinical instructor of a tardy before report may constitute a clinical absence. A student will be considered tardy when he/she arrives **30 minutes** after the time designated as the beginning of the shift by the assigned clinical faculty. **Punctuality occurrences are counted cumulatively over the duration of the program.** If the student is tardy one time, the student will receive a Clinical Intervention Plan (CIP) **and be placed on academic probation.** If the student is tardy two (2) times, the student will receive an alternate **clinical** assignment. If the student is tardy three (3) times **cumulatively over the duration of the program,** the student **will receive a No Pass, “NP” for the course and** repeat the clinical course during the next remediation period or the next time the course is offered on the curriculum calendar based on space availability.

Program Progression - Clinical

Clinical formative and summative evaluations shall be performed during each clinical rotation. All evaluations will receive a Pass “P” or No Pass “NP” grade. Evaluations will be assessed by level and terminal outcomes, program outcomes, and core performance standards. Students are required to remediate if his/her clinical performance is unsatisfactory. A No Pass “NP” grade in a clinical course must be remediated or repeated to continue in the program. The student will be given a Clinical Intervention Plan specifying placement on academic probation. The student is required to remediate or repeat the entire course and successfully complete all assignments or assessments. If the student is not successful in repeating or remediating the course, the student will be removed from academic probation. If the student does not meet clinical course competencies after remediation, the student will receive a No Pass “NP” for the course and must withdraw from the program. The student’s status at the time of the withdrawal is “not in good academic standing.”

If a student demonstrates unsatisfactory clinical performance, a Clinical Intervention Action Plan will be completed by the clinical faculty and reviewed with the student. The student may make comments on the clinical intervention plan, develop goals to achieve a successful resolution, and both parties will sign verifying that the information was discussed. The faculty member will notify the Director of Clinical Resources and submit the Clinical Intervention Action Plan (See **Appendix B** for Clinical Intervention Action Plan form).

Clinical Remediation

Remediation for **excused** clinical absences is based on the availability of clinical sites and is not guaranteed.

Any student with an unexcused clinical absence will not be allowed make up missed clinical time during the remediation period. The student will be given a No Pass “NP” for the experiential course and will have to repeat the course the next time it is offered based on space availability.

Clinical remediation for any student with an excused absence is contingent on the availability of clinical sites. Excused clinical absences (as described in the Attendance at Instructional Periods, Assessments & Remediation section) will be granted only by the Director of Clinical Resources or his/her designee. If a student is unable to complete the clinical remediation when scheduled, the student will be given an Incomplete “I” if the student was meeting course outcomes prior to the excused absence. In order to replace the Incomplete “I”, the student will need to complete the clinical requirements necessary. If the student meets the clinical outcomes, the Incomplete “I” will be replaced with a Pass “P”. If the student is assessed and does not meet the clinical outcomes, the Incomplete “I” will be replaced with a No Pass “NP”.

Targeted Clinical Remediation (ABSN only)

Students complete experiential learning throughout the nursing program. Student evaluation takes place throughout the clinical experience but is focused and directed at the midterm point and at the end of each clinical learning experience. Grading in the clinical area, as in the didactic courses, is done on a “Pass” or “No Pass” basis utilizing defined role-specific competencies. Students are expected to achieve a “Pass” mark in all areas on the student clinical evaluation tool to pass an experiential course. However, because students learn at different rates, some students may not achieve the “Pass” grade in all areas by the end of a clinical rotation.

For Accelerated BSN (ABSN) students: If a student receives a “No Pass” grade in three (3) or fewer areas not designated with an “*” on the final evaluation, the student will move into a targeted remediation period of no more than three (3) additional clinical shifts. These extra shifts allow the student to demonstrate competency in the identified clinical areas.

However, if a student receives a “No Pass” in **any** clinical area deemed an “Absolute No Pass” (indicated on the clinical evaluation sheet with an asterisk “*”) by the nursing faculty, the student will not be permitted to remediate the clinical in the targeted remediation period and must repeat the entire experiential course the next time it is offered based on space availability. The “Absolute No Pass” designation is determined by the faculty council and reflects knowledge, skills or attitudes that the faculty do not believe can be remediated or demonstrated in a shorted clinical rotation or are of such importance to patient safety as to require a repeat of the entire experiential course.

Placement in a targeted remediation clinical group will be coordinated by the Director of Clinical Resources. The same clinical facility or faculty member is not guaranteed. **The targeted clinical remediation period may not be utilized to make up clinical time for unexcused absences or excessive tardiness.**