

**Montcalm Community College (MCC)**  
**Nursing Department**

**Policy: Attendance**

*If MCC classes are officially cancelled, students will not be allowed or required to attend class/lab/simulation/sessions.*

*In the event a student missed clinical, lab or simulation time, students will be required to make up this time to ensure the student is able to meet the course objectives. In this case, make-up or lost time will be arranged by the instructor, lab/clinical coordinator, and the Dean of Health and Human Services.*

Students are strongly encouraged to arrive to class on time. Arriving late to class can be distracting to others in the classroom environment. Students are also strongly encouraged to remain in class for the entire class session until a break time is designated. Students leaving the classroom and then returning may be disruptive to others in the classroom.

Missed class sessions cannot be “made up”. It is the students’ responsibility to obtain notes and lecture material pertaining to any missed class time. Students missing class should refer to the Canvas course or classmates to retrieve missed class materials or information.

Doors will be locked at the start of the class session on test days. If a student is late on a test day, they will need to make alternate testing arrangements with the instructor and refer to the student testing policy.

**Hybrid or Online Courses:**

Since an online class does not physically meet, attending means "doing academic work." Therefore, it is important that the student completes work every week.

**CLINICAL, LABORATORY, AND SIMULATION ATTENDANCE POLICY:**

Attendance is required for these components of the nursing program. Students are expected to be on time and in attendance for the entire time period.

Clinical/lab/simulation requirements for each nursing course are designed to provide students with the necessary time to develop appropriate competencies for safe, level-appropriate nursing practice. Students who arrive for clinical/lab/simulation

assignments on time and prepared are demonstrating expected professional behaviors. Therefore, it is critical that students attend all assigned clinical/lab/simulation hours. However, students may not jeopardize the health and safety of the patient population or themselves by attending clinical/lab/simulation if they are ill. Students may be dismissed from clinical/lab/simulation at the discretion of the instructor or Dean of Health and Human Services for health reasons and will accrue an absence in correlated clinical.

The following clinical/lab/simulation attendance policy has been adopted by the nursing program:

- The MCC Nursing Program curriculum of study has a determined number of clinical/lab/simulation hours that are required of its students. It is the student's responsibility to attend all assigned sessions. Students who do not meet the required hours will not meet the course objectives. Failure to meet the course objectives will result in a student being unable to progress in the program.
- In case of absence, it is the student's responsibility to contact the appropriate nursing clinical/lab/simulation faculty member and Clinical/Lab Coordinator. Students are to notify the faculty member at least 1 hour prior to the start of the clinical/lab/simulation session. Failure to do so is considered unprofessional and unsafe practice. Such unsatisfactory performance can result in the student being placed on probation.
- Missed clinical/lab/simulation sessions must be made up and will be arranged with the instructor, Clinical/Lab Coordinator and the Dean of Health and Human Services.

*Clinical instructors will provide final directives if MCC classes are cancelled for reasons other than weather.*

*Action taken when a student misses clinical/lab/simulation time:*

1. The faculty and/or Clinical/Lab Coordinator will notify the Dean of Health and Human Services when a student has a clinical/lab/simulation absence, and the absence will be documented on a clinical attendance roster. The attendance roster will follow students throughout the course of the nursing program.
2. The faculty and/or Clinical/Lab Coordinator and student will arrange clinical/lab/simulation make-up time in conjunction with the Dean of Health and Human Services and clinical site.

3. There will be a \$30/hour fee that the student will be charged for any clinical/lab/simulation missed time. All fees must be paid prior to the clinical/lab/simulation make-up time.
4. In the event that the clinical site cannot accommodate clinical make-up time, the student will be provided with alternative methods for making up the time. Alternative methods can include but are not limited to the following: Simulation, and/or written assignments.
5. When the clinical/lab/simulation make-up time is completed, this information will be added to the clinical attendance roster.
6. If a student is absent for 2 or more clinical/lab/simulation sessions in a semester, the student will be required to meet with the Dean of Health and Human Services to discuss the absences. At the discretion of the Dean, disciplinary action may include probation up to and including termination from the program.
7. If a student misses campus simulation/lab the absence will be reflected in the course clinical evaluation tool.

A student may have an extenuating circumstance which becomes an exception that may justify altered terms of the nursing program attendance policy. If a student feels that they qualify for an exception, this circumstance will be evaluated by an MCC faculty panel. The process that will be followed will include:

1. The student will notify the course instructor of the circumstances in which they feel an exception is warranted. The student must submit supportive documentation related to the circumstance.
2. The instructor will notify the Dean of Health and Human Services. The Dean will initiate communication to the faculty panel which will consist of five faculty members (this includes two nursing faculty and three non-nursing faculty).
3. The panel will review the student information and documentation related to the exception request and communicate the decision to the Dean.
4. The Dean will communicate the decision to the student in writing.
5. The faculty panel's decision is final.
6. Students can follow the MCC grievance procedure with the Dean of Student and Enrollment Services if they feel it is necessary.

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