

Joseph F. McCloskey School of Nursing

700 Schuylkill Manor Road, Pottsville, PA 17901 | Phone 570-621-5035 | Fax 570-621-5066

Date: 9/2026	Attendance #216	Pages: 1 of 3
Reviewed: 9/2026	 Tina VanBuren, DNP, MSN, RN, CNS Director, School of Nursing	Student Affairs Committee

PURPOSE

To set attendance expectations for classroom, laboratory, and clinical experiences and to define how absences are reported and made up.

SCOPE

All students enrolled in nursing courses at the Joseph F. McCloskey School of Nursing (JFMSON), at both the Pottsville and Center Valley sites and in both the day and evening/weekend tracks.

DEFINITIONS

Clinical absence: any scheduled clinical or laboratory day the student does not attend, or from which the student is dismissed for being unprepared.

POLICY

Attendance, punctuality, and active participation in classroom, laboratory, clinical practice, and related experiences are mandatory to fulfill all educational objectives and course requirements.

PROCEDURE**General Guidelines**

1. Classroom and clinical practice attendance is mandatory. Unexpected absences will be handled individually.
2. The Pennsylvania Department of Health, The Joint Commission, and the Centers for Disease Control and Prevention require that all illnesses and injuries of employees and students be tracked and trended for the protection of employees, patients, and the public.
 - To comply with this requirement, a student reporting off sick must indicate the nature of the illness or injury to the instructor. If leaving a message, the same information must be provided. A student who is uncomfortable providing this information may make an appointment with the Director of Nursing.
 - A student who fails to follow these guidelines will be contacted by the Student Success Specialist or school administration.
3. If a student is absent from class or clinical because of illness, a healthcare clinician's statement verifying the illness and certifying that the student can resume classes or clinical may be required.

Classroom Attendance

1. Students are expected to attend all classroom activities during the specifically scheduled times.
2. Students who will be tardy or absent from class are required to contact their instructor prior to the scheduled start time with the reason for the absence.
3. Specific requirements relating to attendance as part of class participation in any course are at the discretion of the instructor and will be communicated to students during course orientation.
4. Students who have been absent must meet with the individual instructor(s), who will determine how the missed learning experience will be made up.

Exam days are governed by the Test Taking Policy #209. A student who must miss an exam because of emergency or illness must notify the course faculty at least two hours before the start of the exam. Failure to do so results in a grade of 0 for the exam, with extenuating circumstances evaluated case by case. Late arrival to exams is not permitted.

Clinical and Laboratory Attendance

1. Clinical attendance is mandatory for students to consistently demonstrate the ability to meet course objectives.
2. Students who will be absent from a clinical assignment are required to contact the following prior to the scheduled start time, with a minimum of two hours' notice: (a) their instructor, and (b) the Registrar/Coordinator of the School of Nursing at 570-621-5035. In the evening/weekend track, clinical faculty must be contacted. Relaying messages through other students is not acceptable.
3. Students unprepared for clinical and dismissed by the clinical instructor are charged with one clinical absence that must be made up (see the Clinical Practice Assignments Policy #215).
4. All clinical makeup will occur on weekend days based on availability of the clinical sites.
5. An unsatisfactory clinical evaluation will result in course failure.

Clinical Tardiness

A student who is tardy to clinical will be evaluated and directed accordingly by the clinical instructor.

Clinical and Laboratory Makeup

All makeup days for clinical or laboratory absences will occur in an equivalent clinical setting on assigned makeup days, scheduled on weekend days, or by an alternate assignment at the instructor's discretion.

- All students will be allowed one clinical absence, to be made up at instructor convenience.
- A second clinical absence makeup will be scheduled at instructor convenience but will require a fee.
- A third clinical absence will result in clinical failure. Under the Academic Progression and Graduation Policy #202, failure of the clinical component fails the entire course.

Adviser Meetings

Attendance at required faculty adviser meetings counts toward the overall semester attendance grade. Students are responsible for scheduling and attending each required meeting.

Change of Health Status

Students experiencing a change in behavioral and/or physical health status, including pregnancy, that may restrict delivery of patient care will be referred to the Change of Health Status Policy #214.

REFERENCES

Academic Progression and Graduation Policy #202. Test Taking Policy #209. Change of Health Status Policy #214. Clinical Practice Assignments Policy #215.

REVIEW and APPROVAL

This policy is reviewed annually by the Student Affairs Committee.