

Practical Nursing Program

Nursing Student Policies and Procedures

Attendance Policy:

All students are expected to be in school in order to master the curriculum content and satisfy the State of Connecticut Department of Public Health requirements. A student may not be absent for more than 42 hours (2520 minutes) of classroom instruction (online or on-campus) within the entire program. In addition, a student may not be absent for more than 42 hours (2520 minutes) of clinical instruction within the entire program. Students who exceed either of these limits will not be eligible for graduation and will be dismissed from the program. Students will be notified if their attendance levels put them in jeopardy. All episodes of tardiness and class time lost by leaving class before dismissal are accumulated and recorded as minutes absent.

Students must notify the instructor(s) and the Supervisor if they will be late or absent from the classroom (virtual or physical). Students must also notify the instructor(s) or facility and the Supervisor if they will be late or absent from clinical. Failure to comply is considered to be unprofessional and will be addressed as unprofessional behavior.

Clinical Tardiness Policy:

In order to successfully complete the requirements of the Program, all students are expected to be on time and ready for clinical instruction at the assigned time. Clinical sites are located anywhere in a 60-mile radius of the school, so students need to plan their commute carefully to avoid later arrivals. Any tardiness will result in time being deducted from the total clinical absence time permitted.

- If a student arrives more than thirty (30) minutes late on a clinical day, the student will be sent home and the time deducted from the total clinical absence time permitted.
- If a student is tardy (1-30 minutes) three times, a warning mark will be added to their clinical evaluation for unprofessional behavior. The fourth episode of tardiness will result in dismissal for that clinical day even if the 30-minute threshold has not been exceeded. In other words, a student will be dismissed from the clinical day with every fourth episode of tardiness and the time deducted from the total clinical absence time permitted. Should the tardiness continue, subsequent episodes will then begin a new count towards a second warning mark for unprofessional behavior. Warning marks will carry over to the next term. The accumulation of three marks for unprofessional behavior may result in dismissal from the program.

Test-Taking Policy:

All students are expected to be available and ready to take tests at the assigned time. Students who are late for testing will have the option of taking the test during the remaining time designated for the test. If the student fails to take the test during the assigned time, the student will have 10 points deducted from their test score. If absent, tests must be taken on the student's first day returning to the school and an additional 10 points will be deducted from their test score for each day the test is not taken. It is the responsibility of the student to arrange a make-up time with the instructor. This may include coming in on a Friday or returning to the school after a clinical day to take the test.

Late Homework/Assignments:

Homework and assignments are an integral part of the curriculum, and it is the responsibility of the student to submit them to the instructor when they are assigned. Students who do not submit the homework/assignments at the beginning of the class or clinical on the day the assignment is due, will receive a grade of zero (0) for that homework or assignment.

By electronically completing the acknowledgement form, I certify I reviewed and agree to the information listed above prior to enrolling.