

## Revision to the Clinical Attendance Policy, Effective March 2025

**Summary of Addendum:** Students requesting an excused clinical absence must email course and clinical coordinators, who will determine if the clinical absence is excused or unexcused. If deemed unexcused, students will be instructed to submit a clinical absence form to the BSN Program Director within 48 hours of the absence.

### Clinical Attendance Policy

Attendance is required for all clinical experiences. A clinical experience is defined as a skills lab, clinical small group, comprehensive skills testing (comps), simulation experience, IPE experience, hospital experience, preceptorship, or any other experience identified as clinical in nature. These experiences are integral to outcome achievement and the demonstration of professionalism and accountability in the nursing program.

Nursing faculty understand that extenuating circumstances outside the student's control occur. Excused absences are only approved in the presence of extenuating circumstances (illness, hospitalization, accident, death in the family, etc.) or University-approved absences (military duty, jury duty, and approved WVU athletic events). Documentation supporting the extenuating circumstances may be required with the request, and students must notify clinical faculty and preceptors ahead of time (unless emergent) to be considered for an excuse. A student seeking an excused absence must email course and clinical coordinators. The course coordinators will ask students to complete a [Clinical Absence and Tardy Form](#) if deemed an unexcused absence. Please submit a [Clinical Absence and Tardy Form](#) to the BSN Program Director within 48 hours of the absence.

Each semester, the first unexcused clinical absence will result in a written notice. Any additional unexcused clinical absences will result in an automatic 5% overall course grade reduction in the associated course where the second or subsequent absence occurred. Grade reductions based on unexcused clinical absences will not exceed 10% in a course. Students who fall below the required 77% clinical assignment column average and/or do not meet all clinical behaviors will fail the clinical component of the course. If a student is more than thirty (30) minutes late for clinical, the student will be sent home, it will be counted as a missed clinical experience, and this policy will apply. Students who accrue more than two (2) tardies greater than 10 (ten) minutes each will be notified of an unexcused clinical absence and this policy will apply. Students sent home for uncorrectable dress code violations, lack of preparedness, or any other violation of professional conduct will also incur the clinical absence.

Students who receive approval for extenuating circumstances may be required to complete assignments or activities that address the clinical outcomes at the discretion of course faculty. However, virtual, or alternative assignments may not exceed 25% of the total clinical time in the course. There will be no opportunities for makeup clinical experiences in the clinical facilities because of resource limitations, schedule conflicts, and limits on clinical group size. Students that have excused clinical absences will have a reduction in the corresponding number of hours of any enhancement clinical rotations (NICU, PICU, PACU, cardiac cath., dialysis, cancer center, etc.).

Students who are ill should contact clinical faculty prior to the scheduled experience to determine if they should stay home from clinical. Students who do not contact clinical faculty and go to clinical experiences with signs of infectious or severe illness will be sent home, will be counted absent, and will be required to request exemption as described above. In most courses that utilize preceptorships,

students arrange a clinical schedule with the preceptor. Students are not permitted to change the clinical schedule after the established deadline unless initiated by the preceptor. Any clinical absence or change in schedule will apply to this policy. Students should take this policy and the course calendar into consideration when establishing the schedule.

Clinical absences impact the learning experiences, the chance to receive meaningful instructor feedback, and the opportunity to achieve the required learning outcomes outlined in the clinical evaluation tool. Excused and unexcused absences may result in students not achieving clinical learning outcomes and meeting course expectations. Even in the case of approved extenuating circumstances, faculty will evaluate the student's ability to achieve clinical outcomes, and those absences can still result in an unsatisfactory clinical grade. The clinical evaluation tool and the number of absences will be the guide for the determination of the achievement of clinical outcomes. Students with repeated absences due to extended illnesses or extenuating circumstances should consult program administration regarding options.

**Note: In the event of extreme weather, students are required to follow the inclement weather policy, and this attendance policy would not apply. Students will still need to notify faculty if they expect to be tardy or absent due to weather.**

***Interprofessional Education (IPE) requirements***

All students in the HSC and WVU SON are required to participate in IPE activities. IPE activities may be offered as part of a nursing course or as a community service opportunity organized by the WVU HSC Office of IPE. Interprofessional Education (IPE) activities are mandatory and considered clinical experiences. Students should refer to the Clinical Attendance Policy if they anticipate or experience an absence.