** Nursing Program Contract Attendance**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student ID: \_**\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

**Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Nursing Course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cohort:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identify the clinical objective(s)/standards of conduct student is failing to meet:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clinical Progress is:**

\_\_\_\_\_ Needs Improvement \_\_\_\_\_ Minimal Performance \_\_X\_\_\_ Unsatisfactory

\_\_\_\_\_ Unsafe\*

\*Unsafe Status- Results in immediate dismissal from the program with no readmission privileges.

**Problem Related to:**

\_\_\_\_\_ Clinical Performance \_\_\_\_\_ Clinical Assignments

\_\_\_\_\_Unprofessional Behavior(s) \_\_\_\_\_ Lack of Progress in Meeting Clinical Objectives

\_\_\_X\_\_ Attendance

**Description of Identified Problem:**

Provide a detailed description of the problem(s) with specific student behaviors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Responsibility:**

* Specify what the student must do to correct the problem.
* When the remediation is due, if applicable.
* The consequences of not correcting the problem.
* Upload the signed contract into the student file and notify the Director

**Student Responsibility:**

* If a student is given a verbal warning or placed on a contract from the instructor, the student must send an email by midnight (the same day) explaining the incident.
* The student must explain the error(s), remediation, and options the instructor offered for assistance. The email must be clear, concise, objective, and only state the facts. This request is to verify understanding and ownership by the student of the specific event, and to help the student engage in an action plan for success.
* Any student placed on a clinical contract must make an appointment to meet with the Director of Health & Medical Career Programs & Nursing within 1 week of signing the contract with the instructor.
* Failure to meet the terms of the Report will result in a failing clinical grade or no credit. The student will not be eligible to continue in the course

**Attendance**

The Yuba College Nursing Program expects that its students will recognize that they are in a profession in which commitment to fully participate in the learning environment is essential. It is expected that every student will be present, on time, and prepared to participate in all aspects of their education. Student success is related to attendance in classroom, clinical laboratory, and clinical experiences. Our programmatic attendance policy is for all nursing courses. The college’s leave of absence policy does not apply to the Nursing Program. The program nor the faculty are responsible for withdrawing the student from any class.

* Attendance is mandatory in all onboarding, orientations, classes, clinical laboratory days, simulations, and clinical experiences.
* Failure to attend or late arrival for the mandatory onboarding for nursing students will result in an inability to progress to the next semester or for incoming students will forfeit your offer of conditional acceptance or alternate status.
	+ Students may petition this ineligibility to continue or enter in the program utilizing the [General Nursing Petition](https://yc.yccd.edu/nursing/about-us/forms/).
* All hours in all courses must be completed for the student to pass the course. Any student who fails to make up missed time will receive an automatic failing grade for the nursing course.
* Students must notify their faculty at least 60 minutes before the classroom, clinical laboratory, and clinical experience start time if they are going to be absent.
* Students must notify their faculty if they are going to be tardy. The goal is to notify the faculty at least 30-60 minutes before the classroom, clinical laboratory, and clinical experience start time if they are going to be tardy.
* In addition to the classroom, hours related to clinical (facilities onboarding, scheduled rotations, laboratory, simulation, sites, debriefing, conferences, discussions) are also mandatory and may be held outside the regular course schedule and may require weekends and nights.
* The faculty will evaluate the student’s ability to meet clinical objectives, and should it be determined that a student is jeopardizing their ability to meet all objectives, then the student may not pass the course.
* Absences that result in students not being able to meet course objectives will result in no credit or a failing course grade.
* Any student who fails to make up a classroom, clinical laboratory experience or clinical facility absence, will receive an automatic failing grade for the nursing course. Note that some clinical experiences are not available for make-up due to facility or time constraints.
* Our attendance policy applies to individual courses. Absence and tardiness within each course stand alone. Students will have a 10% penalty for any needed make-up exams or quizzes.
* Tardy is defined as anytime later than the designated start time.
* Absence is defined as missing any more than 15 minutes of class.

**Administrative Actions Onboarding/Orientation**

Tardiness or missing will result in an ineligibility to continue or enter in the program.

**Administrative Actions Clinical**

**Tardy**

* 1st time verbal warning
	+ Faculty will provide the student with a copy of the verbal warning.
* 2nd time Clinical Contract, meet with Director of Health & Medical Career Programs & Nursing, or their designee within 3 business days of tardy date
	+ At this point, the student will be placed on a clinical contract: the contract will state that if they are tardy another clinical day, then dismissal.
* 3rd the student will be dismissed (Drop/Withdrawal/Departure) from the program (See handbook policy for [readmission](https://yc.yccd.edu/nursing/about-us/student-handbook/#ReadmissionPolicy))

**Absence**

* 1st time verbal warning
	+ Faculty will provide the student with a copy of the verbal warning.
* 2nd time Clinical Contract, meet with Director of Health & Medical Career Programs & Nursing, or their designee within 3 business days of absence date
	+ At this point, the student will be placed on a clinical contract: the contract will state that if they miss another theory day, then dismissal.
* 3rd the student will be dismissed (Drop/Withdrawal/Departure) from the program (See handbook policy for [readmission](https://yc.yccd.edu/nursing/about-us/student-handbook/#ReadmissionPolicy))

**Administrative Actions Theory**

**Tardy**

* 1st time verbal warning
	+ Faculty will provide the student with a copy of the verbal warning.
* 2nd time contract ~ Theory Contract, meeting with Director of Health & Medical Career Programs & Nursing, or their designee within 3 business days
	+ At this point, the student will be placed on a theory contract: the contract will state that if they miss another theory day, then dismissal.
* 3rd the student will be dismissed (Drop/Withdrawal/Departure) from the program (See handbook policy for [readmission](https://yc.yccd.edu/nursing/about-us/student-handbook/#ReadmissionPolicy))

**Absence**

* 1st missed theory day will result in a verbal warning, student will work with faculty on the plan for make of the hours.
	+ Faculty will provide the student with a copy of the verbal warning.
* 2nd theory day, student will work with faculty on the plan for make-up of the hours.
	+ Students will have a 10% penalty for any needed make-up exams or quizzes.
	+ At this point, the student will be placed on a theory contract: the contract will state that if they miss another theory day, then dismissal.
	+ Student must meet with the Director of Health & Medical Career Programs & Nursing, or their designee within 3 business days
* 3rd Dismissal from the course (Drop/Withdrawal/Departure) from the program (See handbook policy for [readmission](https://yc.yccd.edu/nursing/about-us/student-handbook/#ReadmissionPolicy))

**Completion of Missed Work or Hours Due to Absence**

* If a student is absent from any learning activity, they are responsible for completing missed work at the faculty’s discretion.
* Due to lack of practice in nursing skill sets, students absent from laboratory experiences may not be permitted to participate in certain clinical activities for safety reasons.
* It is the nursing student’s responsibility to discuss the details with the faculty related to clinical make up.
* Students may only make up clinical time with a designated faculty member.
* Make-up assignments and/or experiences will take place on a date and at a time when a faculty member is available to provide appropriate supervision.
* Clinical make-up time will be scheduled by the instructor and could occur after the final examination due to faculty availability.
* The clinical make-up plan and any needed remediation is determined by the faculty based on the student’s ability to meet objectives.
* Clinical make up assignments can include:
	+ ATI Real Life case studies
	+ Skills performance to demonstrate competency of semester-specific designated skills
	+ Simulation experiences
	+ Clinical rotations- note that due to limited clinical availability, there is a possibility that make up clinical rotations will not be available and missing these rotations could result in a student being unable to meet clinical objectives and therefore fail the course.
* Any designated make up days that may be listed on clinical laboratory or clinical hours scheduling cannot be used to individual student make ups. As these days are set aside for programmatic needs.
* Failure of a student to complete their clinical make-up time will result in student failing the course.
* Any student who fails to make up theory time will receive an automatic failing grade for the nursing course.
* Absences that result in students not being able to meet course objectives will result in no credit or a failing course grade.

**Notes:**

* The student has been informed via meeting on (date) \_\_\_\_\_\_\_\_
* The instructor has spent \_\_\_\_\_\_\_min/hr with the student discussing the above-described problem(s).

**Referred to:**

\_\_\_\_\_ Director of Nursing, Allied Health \_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nursing Faculty (print name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature/Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nursing Student Signature/Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 1/24/25