

VERBAL WARNING Tardy

**DATE:** \_\_\_\_\_\_\_\_\_\_\_ **TIME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COHORT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ N**URSING COURSE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY:** (PLEASE INCLUDE DATE & TIME OF DISCUSSION WITH STUDENT)

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**COMMUNICATION METHOD:** (CIRCLE OR *ITALICIZE* AND **BOLD** THE METHOD)

PHONE PERSON

**FACULTY NAME:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TITLE:\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\* **REFER TO STUDENT HANDBOOK; Standards of Conduct; Clinical Standards**

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/).
* 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.
* Our attendance policy applies to individual courses. Absence and tardiness within each course stand alone. Students will have a 10% penalty for any make-up exams or quizzes.
* Tardy is defined as anytime later than the designated start time.

**Administrative Actions Onboarding/Orientation -**Tardiness or missing will result in an ineligibility to continue or enter in the program.

**Administrative Actions Clinical**

* 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))

**Administrative Actions Theory**

* 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))

1/24/25