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VERBAL WARNING Absence

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

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

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

\*\* **Identify any lack of progress in the course that may be impacted by the absence**

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**PLAN FOR COMPLETION OF MISSED WORK OR HOURS DUE TO ABSENCE:**

**Student will:**

**Due date:**

**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/).
* All hours in all courses must be completed for the student to pass the course. Any student who fails to make up the 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.
* 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**

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**

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.

1/24/25