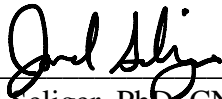


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: New

No: 2-A-900-09
Last Review Date: November 2018
Required Review Date: May 2022
Administrative Unit: Undergraduate Nursing
Curriculum Comm.

Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Pre-licensure Nursing Student Clinical Absence and Tardiness

PURPOSE: To provide a uniform method by which to address clinical absences and tardiness by pre-licensure nursing students

EFFECTIVE

FOR: Undergraduate nursing faculty and students

POLICY/PROCEDURE:

1. Tardiness is defined as arriving any time beyond the expected designated clinical start time.
 - a. First occurrence of tardiness will result in the development of a clinical contract using a standardized form.
 - b. Second occurrence of tardiness will be counted as a clinical absence. The student will be asked to leave the clinical unit. The student will be required to make up the clinical hours that were missed.
 - c. Third occurrence of tardiness will result in clinical failure.

2. Absence is defined as any missed day of clinical.
 - a. First occurrence of a clinical absence will result in the student being required to make up the clinical hours that were missed.
 - b. Second occurrence of a clinical absence will result clinical failure.
 - c. Exceptions will be considered by the Undergraduate APG committee on a case by case basis.