



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Class Attendance Policy
DATE: August 26, 2019

INDEX TITLE: Administration

I. POLICY:

It is the policy of the UPMC Schools of Nursing that attendance is expected at all classes and related experiences as assigned by faculty. Attendance at scheduled classes, examinations, conferences, assigned experiences, and NCLEX review is essential in meeting course and program objectives.

II. PURPOSE:

The purpose of this policy is to reinforce that attendance at scheduled assigned classroom experiences is essential to meeting course and program objectives. Students must achieve all classroom objectives utilizing weekly classroom objectives. Students are expected to be prompt in attendance for assigned classroom experiences.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. PROCEDURE:

1. Faculty will record absences from class as they occur.
 - (a) To be given credit for having attended a class, students must sign the attendance sheet once, prior to the end of class.
 - (b) In order for a student to be considered enrolled in a class, he/she must attend a minimum of one of the first three classes.
 - (c) Under no circumstances will any children/dependents (regardless of age) be permitted to attend classroom lecture/labs.
2. Faculty teaching for affiliating colleges or universities will keep attendance records for all of our students.
3. Faculty members are not permitted to grant delays to the start of class for any reason, including severe weather.
4. Any absence due to a declared state of emergency or natural disaster will be handled by the Executive Director or her designee on a case-by-case basis.

IV. REFERENCED AND RELATED POLICIES:

HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus
UPMC Schools of Nursing Emergencies Policy
UPMC Schools of Nursing Dress Code Policy

Reviewed/ Revised: Faculty Senate: 04/6/17, 01/12/18, 02/21/19

Originated Date:

Effective Date: 08/28/17; 08/27/18; 08/26/19

Signature:  Date: 2-21-2019
Executive Director
UPMC Schools of Nursing