

Page 1 of 1	DNP ATTENDANCE POLICY	Policy Number:	D601
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POLICY TITLE: DNP ATTENDANCE POLICY

Policy

Orientation

Orientation is designed to provide the student with a comprehensive overview of the curriculum, course objectives, and expectations of the College of Nursing and the faculty. Orientation sessions will be held prior to the beginning of each College year for new and returning students. Attendance at orientations is mandatory. Orientation and course schedules are provided to the student well in advance of each semester. Students must plan accordingly and arrange for personal and work scheduling. Any absences will not be excused. Students who do not attend scheduled orientations will not progress in the DNP program.

Attendance

Attendance and participation in all planned learning activities is critical to the achievement of objectives and student learning in the DNP program. The DNP program has a mandatory attendance policy. Students are required to be present for all scheduled learning activities including face-to-face classes, laboratory and clinical experiences, and all online discussions or meetings. Any unexcused absence may result in a failing grade (grade below “B”), and a student will be placed on academic probation. A student with a failing grade will be required to retake the course the next time that is offered (see Grading Policy). Retaking a course will adversely affect a student’s scheduled progression in the program. If a student fails to achieve a passing grade (“B” or higher) upon retaking the course, the student will be ineligible to continue in the program and will be academically withdrawn from the DNP program.

Absences

If a student has an emergency situation such as a serious illness, family illness and/or death and will be unable to meet the mandatory attendance requirement, the student must immediately notify the DNP Program Director and the faculty member teaching the course(s) of the absence by email. Supporting documentation should be included in the notification email. If the DNP Program Director cannot be reached, provide the pertinent information and expected date of return via email prior to the absence. Anticipated absences due to a religious holiday must be arranged prior to the beginning of the semester with the faculty member teaching the course(s) and the DNP Program Director. Absences that are “excused” will be at the discretion of the DNP Program Director. If a student is granted an excused absence, the student is responsible to complete all course work required during the absence.

Approved by CON Faculty: 09/11/2020

Approved by Dean Kathryn Tart: 09/14/2020