



## Schools of Nursing

### UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

**SUBJECT: Class Attendance Policy**  
**DATE: August 27, 2018**

**INDEX TITLE: Administration**

#### **I. POLICY:**

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. Furthermore, as an entity that is governed by Federal Student Financial Aid Regulations (law), the UPMC Schools of Nursing are required to monitor students for satisfactory academic progression in classroom and clinical activities and assignments. Students must achieve all class objectives in order to pass a course.

#### **II. PURPOSE:**

Faculty believe 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 Inclement Weather and Emergencies Policy  
UPMC Schools of Nursing Dress Code Policy

**Sponsor:** Administration

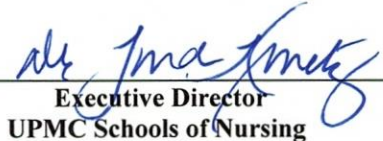
**Reviewed/Approved:** Faculty Senate: 08/04/16; 03/30/17,04/6/17, 01/12/18

**Revised/Approved:** UPMC Schools of Nursing Executive Leadership Team: 08/13/15, 07/28/16, 03/30/17,  
01/03/18

**Originated Date:**

**Effective Date:** 08/29/16; 08/28/17; 08/27/18

**Signature:**

  
Executive Director  
UPMC Schools of Nursing

**Date:**

6-18-2018