

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
SCHOOL OF NURSING  
POLICY & PROCEDURE MANUAL**

Subject: <b>COURSE ATTENDANCE</b>		Original Issue Date: 1996	Policy #: <b>210</b>
		Supersedes: July 21, 2022	Effective Date: January 25, 2024
Individuals / Committees Consulted: Admissions & Promotions Curriculum Director, OES	Reviewed & Approved by: Semester Coordinators Faculty Organization College Governance	Approved by:  Dean, School of Nursing (signature on file)	
		Provost, College of Nursing & Allied Health (signature on file)	

**PURPOSE:**

To delineate the attendance standards for students in all courses

**POLICY:**

Students are expected to attend and be present throughout all course classes/activities.

Punctuality is expected throughout the program.

Students that reach maximum allowed absences are issued Clinical or Course Attendance Notification.

**Theory Courses**

- Students that reach cumulative course absences in a semester, which exceed the allowable absences will receive point deduction from the course grade.

10-18 week course	Attendance notification at 2 <sup>nd</sup> absence.	0.5 point deduction from student's total course grade for each absence after 2 <sup>nd</sup> absence.
≤ 9-week course	Attendance notification at 1 <sup>st</sup> absence.	0.5 point deduction from student's total course grade for each absence after 1 <sup>st</sup> absence.

Once the allowable number of absences have occurred, any unforeseen circumstances with supporting documentation to justify/excuse the absence will be evaluated by the semester coordinator and respective semester faculty on a case-by-case basis. Lecturing instructors do not approve/manage excused absences during lecture breaks.

- A tardy for a theory course is considered an absence.

**Clinical Courses**

Students will be subject to disciplinary action/dismissal for:

- failure to attend the first meeting of a clinical course/clinical orientation, unless they have made prior arrangements with the semester coordinator/designee

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- clinical course absences exceeding the following:
  - Semester 1: three days
  - Semester 2: three days: 1 in N123L; 2 in N124L (1 in each Pediatric/OB rotation)
  - Semester 3: three clinical days and four hours of clinical laboratory time (1 in Ambulatory Care, 1 in Psychiatric, 1 in Med/Surg rotation)
  - Semester 4: three clinical days and four hours of clinical laboratory time.
- tardies that exceed three per semester
  - Arriving after the designated clinical time is considered tardy
- arriving after the first 30 minutes of the clinical shift. This is considered an absence and the student will be dismissed from clinical for the day
- failure to notify the clinical area or the instructor of absence(s) prior to the start of the clinical day. This is considered a “No Call – No Show”.

Attendance notification will be issued upon final allowable absence(s)/tardy(ies).

**PROCEDURE:**

The Semester Coordinator/designee reviews the attendance policy for each course during the first class meeting.

**Theory Courses**

The instructor:

- provides attendance roster before start of course meeting
- collects attendance roster at start of lecture
- documents attendance in electronic student record.

The student:

- signs the attendance roster before start of lecture

**Clinical Courses**

The clinical instructor:

- keeps a record of all clinical absences and tardiness
- documents absences/tardies on the student Clinical Performance Evaluation Summary
- completes and issues a Clinical Attendance Notification to students who are in jeopardy of exceeding the tardy/absence limitations
- attaches the Clinical Attendance Notification as applicable to the Clinical Performance Evaluation Summary.

The student:

- notifies the Semester Coordinator of intent to miss the first class meeting/clinical orientation day
- notifies the clinical instructor/clinical staff of absence/tardy prior to the start of the clinical day
- contacts the College via telephone/email, if unable to notify the instructor or clinical unit

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- obtains the name of the individual who took the message.

**PROCEDURE DOCUMENTATION:**

Clinical or Course Attendance Notification  
Course Attendance Roster  
Clinical Performance Evaluation Summary

**REFERENCES:**

Course Syllabi

**REVISION DATES:**

1996  
August 8, 2003  
December 5, 2005  
November 26, 2007  
December 15, 2008  
February 27, 2012  
April 9, 2015  
June 28, 2018  
June 27, 2019  
July 21, 2022  
January 25, 2024