

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE
GRADUATE PROGRAM

TITLE OF POLICY: ATTENDANCE

DATE EFFECTIVE: APRIL 7, 2008

REVIEWED/REVISED DATE: FEBRUARY 2012

POLICY: Students are expected to attend all scheduled classes in courses offered within the School of Nursing.

Students are expected to attend all planned clinical/practicum experiences and to satisfactorily achieve the identified clinical behaviors.

- PROCEDURE:**
1. If unable to attend scheduled classes, the student must assume responsibility for content and assignments missed.
 2. It is the responsibility of the student to notify the faculty and clinical preceptor, in advance, if unable to attend planned clinical/practicum experiences.
 3. The student who has missed clinical time has the responsibility to contact the faculty and clinical preceptor to discuss make-up clinical time. Make-up time is determined by the preceptor in consultation with the primary teacher.
 4. It shall be the responsibility of the primary teacher and/or coordinator and/or Department Chair, in consultation with the clinical preceptor/agency, to determine the make-up experience, based upon the number of absences and the student's progress toward meeting the clinical behaviors. Make-up clinical/practicum experience will be scheduled at the convenience of the clinical preceptor/agency.
 5. Students must complete the required number of clinical hours. Hours will be documented in the computer software application as specified by the School of Nursing.

Approved by Total Faculty: 10/08

Approved by MSN Council: 09/08

Reviewed: 07-08, 08-09, 11-12

Revised: 02/09