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		Approved Date:	04/23/2025
		Effective Date:	09/15/2020
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POLICY TITLE: CLASSROOM, LAB, AND CLINICAL ATTENDANCE

Classroom

For successful course completion, all course objectives must be met, and absences or tardiness may prohibit a student from meeting the objectives. It is the responsibility of the individual professor to set tardiness and attendance guidelines for a course. Faculty have the discretion to drop students from the class roll if the student has unexcused absences or tardiness in compliance with [UH Excused Absence Policy](#). Non-attendance may also result in a grade of F. Unavoidable absences should be reported in writing to the instructor immediately after, if not before, the absence occurs. Please see UH policy for what constitutes an [excused absence](#). Any absence may place a student in academic jeopardy. ([See S137 Academic Jeopardy Notification](#))

Clinical, Lab, and Simulation

Extenuating circumstances may prevent a student from attending a clinical assignment. It is the responsibility of the student, with aid from the clinical instructor, to meet the clinical course objectives. Missing clinical or lab experience may prevent a student from meeting the course objectives. All assigned clinical hours shall be met in compliance with Gessner CON course requirements as well as the Texas Board of Nursing clinical hour requirements. The course will not be complete until all clinical hours are completed.

An excused absence is an absence from the scheduled clinical experience, which is the result of illness of the student or an immediate family member, a religious holiday, or the result of an unforeseen catastrophic event. The student must be excused directly by the clinical instructor. If the absence is a result of illness, the student must submit a written excuse from the health care provider for the absence as well as a clearance to return to class, lab or clinical experience.

In the event of an imminent absence or potential tardiness, the student will:

1. Notify the clinical faculty in writing and assigned clinical preceptor of absence a minimum of 1 hour prior to scheduled clinical experience.
2. Provide a telephone number where the student can be reached during absence.
3. Students must receive clearance from faculty prior to returning to clinical experience.
4. If a student is tardy to a clinical or lab experience, the student will not be allowed to attend.
5. All excused absences must be made up so that the total clinical hours are met.

Any unexcused absence will be considered unprofessional clinical performance.

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