
Policy Name: Nursing Program Attendance - BSMCON
Policy Number: ACA 3.05
Title of Policy Owner: Campus Director & Dean of Academic Affairs - BSMCON
Policy Type: ☒RHEI/Shared Services ☒BSMCON ☐SCHS ☐SOMI
Approved by: RHEI Leadership Team
Effective Date: 8/1/2025
Version: 2.0
Policy Status: Approved

I. Policy

Nursing Program Attendance

II. Purpose

The purpose of this policy is to provide clarity and ensure consistency of assigning grades to all coursework taken at the College.

III. Scope

Pre-Licensure and Post-Licensure BSN program students

IV. Definitions

None

V. Policy Details

For all courses:

The student is expected to be present and on time for all classes, laboratory hours, and practicum experiences. Appointments, work obligations, vacations, and other personal matters are not to be scheduled when the student is committed to the classroom and practicum area.

Practicum:

Practicum hours of absence are recorded on the student's final practicum evaluation tool. Tardiness and/or leaving from the practicum site early will be noted on the practicum evaluation tool and may impact the student's ability to pass the course.

- Any student experiencing a change in health status that impacts their ability to meet the essential technical standards of the nursing student as outlined in the college catalog cannot be in the practicum setting. Depending on the specific change in health status, documentation may be required for the student to return to the clinical setting. Students will use good judgment when illness occurs. To protect patients, staff and peers, students with a fever and/or symptoms of infectious disease will NOT report to the practicum setting. The practicum instructor may dismiss a student from the practicum setting if the student poses a safety risk to themselves or patients.

- Students who arrive late may be dismissed from the practicum site, which will count as one (1) missed practicum day.
- Students out of practicum compliance are not permitted in the practicum setting. Each missed day will count as one (1) missed practicum day per occurrence.
- Students may not miss more than one (1) scheduled practicum day per practicum course, unless otherwise specified in the course syllabus. Any absences exceeding the one (1) permitted day must be accompanied by documentation supporting the extenuating circumstance (healthcare provider note, obituary, etc.). Students who miss more than one (1) practicum day due to extenuating circumstances will be reviewed individually to determine if the student meets course objectives and may fulfill the required direct care hours by the end of the program. If it is determined that the student does not meet the course objectives or is in jeopardy of not meeting the required direct care hours at program completion, the student will fail the practicum course even with supporting documentation.
- There are no opportunities to make up missed practicum days.
- Students enrolled in a precepted/mentored course must participate in 100% of the required practicum hours to pass the course.

Religious Holiday Absences

A student who wishes to observe a religious holiday that conflicts with classroom or practicum responsibilities must provide written advance notice to the course or practicum instructor at the beginning of the semester. The student is responsible for all material covered and assignments made during such absences. Practicum hours missed due to religious observance are included in the maximum allowable time that can be missed.

VI. Attachments

None

VII. Related Policies

ADM 2.08 College Attendance

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/25/2008	Original Policy	Dean of Academic Affairs
1.1	10/26/2020	Revisions & New Template	Dean of Academic Affairs
1.2	5/24/2021	Revisions – Grammatical	Dean of Academic Affairs
1.3	4/17/2024	Revisions	CDDAA
2.0	5/19/2025	Revisions	CDDAA