

Policy Title:	Nursing Program Attendance
Policy Number:	ACA 3.05
Department:	BSMCON
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2026
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Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	To be entered by Compliance360 System administrators or N/A if not in C360

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

Nursing Program Attendance

III. Purpose

The purpose of this policy is to outline the expectations for student attendance while enrolled in the nursing program at the Bon Secours Memorial College of Nursing, a department operated and controlled by the Bon Secours Memorial Regional Medical Center.

IV. Scope

All students enrolled in BSMCON nursing programs

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.

Unexpected Organizational Circumstances:

Time missed related to inclement weather, college closures, or unforeseen institutional circumstances such as faculty absences may be rescheduled.

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies

ADM 2.08 College Attendance

IX. Regulatory Notices

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

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	8/25/2008	N/A	Original Policy		Dean of Academic Affairs
1.1	10/26/2020	N/A	Revisions & New Template	1.0	Dean of Academic Affairs
1.2	5/24/2021	N/A	Revisions-Grammatical	1.1	Dean of Academic Affairs
1.3	4/17/2024	N/A	Revisions	1.2	CDDAA
2.0	5/19/2025	5/19/2028	Revisions	1.3	CDDAA
1.0	8/1/2026	8/1/2029	Revisions	1.0	CDDAA

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health

System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.