Policy Title: BSN-DNP NA Program Attendance Policy

Attendance and participation in all planned learning activities is critical to the achievement of course objectives and student learning. The BSN-DNP Nurse Anesthesia (NA) degree program has a mandatory attendance policy: students are required to be present for all scheduled face-to-face classes on campus and for all online meetings.

Schedules
Orientation and course schedules are provided to the student well in advance of the beginning of each semester. Students are expected to plan and to arrange for personal and work schedules that will not impact their graduate studies.

Class Attendance
Class attendance is mandatory. If a student is unable to attend a scheduled class, he/she must notify the NA course lead faculty. Excessive absences may be reflected in the final grade and may impact ones’ ability to remain in the program.

For the online portions of a course, students are expected to login into the course weblink as required and outlined in the individual course syllabus and by the course instructor. On-campus meetings in the non-NA DNP courses are scheduled only a few times a semester for a full day each time; each class day accounts for a large percentage of the final course grade. Therefore, any unexcused absence may result in a failing grade (i.e. grade below a B); in that instance, a student will be placed on academic probation. The student with a failing grade will be required to retake the course the next time that it is offered (See Grading Policy); retaking courses will adversely affect the student’s scheduled progress in the program. If a student fails to achieve a passing grade (i.e. “B” or higher) upon retaking the course, the student will be ineligible to remain in the graduate school.

Clinical Attendance
Clinical attendance is mandatory. If a student is ill or is unable to report to the clinical site on an assigned day, he/she must notify the following individuals:

- The Clinical Site Coordinator AND
- The Nurse Anesthesia Program Director

These individuals must be notified before 6:15 am.

All assigned days missed during the clinical phase of the program exceeding those addressed below must be made up prior to graduation. Excessive absences or tardiness in the clinical area will be reflected in the clinical evaluations, and will ultimately reflect the final grade in the course.
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Absences from the Program
All sick days during the clinical phase must be made up before the student can graduate, unless it is taken as part of the 18 days allotted below (see below). Graduation will be delayed to allow for make-up time, i.e., days lost to sick leave not accounted for within the 18th day of vacation will be made up after the graduation date established for each class. All absences are to be reported to the NA Program Director and Clinical Site Coordinator immediately. Email the program director as soon as possible to notify of any absence from clinical.

Vacation Days
The nurse anesthesia division does not observe semester breaks or University holidays during the clinical phase of the program. The resident will be granted 20 days leave for vacation or illness for the clinical portion of the program (2 of the 20 are reserved for professional meeting attendance). The NA Program Director or designee must approve all vacation days at least 15 days prior to the first calendar day of the month in which the vacation is being requested. Vacation may not be scheduled during the final clinical week of the program.

Orientation
The BSN-DNP NA program orientation and subsequent progression orientation is designed to provide the student with a comprehensive overview of the curriculum, course objectives, and program faculty expectations. Attendance at all orientations is mandatory. No absences will be excused. Notice of the orientation session will be provided after acceptance into the program.

Major Emergency
If a student has an emergency, such as serious illness, family illness and/or death, he/she must immediately notify the NA program director by telephone or e-mail through the BSN-DNP NA Office (713-500-2158 or 2168) and the faculty member teaching the course(s). Excused absences will be at the discretion of the program director. If a student is provided with an excused absence, the student is responsible for the course work missed.