

Provost and Academic Vice President




TO: David J. Silva, Provost and Academic Vice President, Academic Affairs
 FROM: Amy Smith, Chair, All-University Committee
 RE: Request for New Policy, School of Nursing
 DATE: May 17, 2019

Enclosed for your review and approval is the request for new policy, School of Nursing Attendance Policy, School of Nursing

This request has been recommended by the School of Nursing, the Academic Policies Committee, and the All-University Committee. All Contractual obligations have been met. The effective date is June 1, 2019.

I also recommend approval.

Approve



 David J. Silva
 Provost and Academic Vice President

Disapprove:

5/17/2019

 Date

Comments, if any:

Requires expedited processing. Thank you!
 -DJS

Distribution:
Registrar

AS/vsr

Proposal # 19:378

Approved by:

APC _____

ACC _____

Salem State University Undergraduate Governance
Academic Policy Proposal Form

Title:

School of Nursing Attendance Policy

(please give your request a brief descriptive title)

New policy

Description of policy as it would appear in the catalog:

The School of Nursing believes attendance at all scheduled classes, nursing skills or simulation labs, and clinical practicums enhances student success and is necessary to prepare students for professional nursing practice.

The School of Nursing recognizes illness and emergencies will and do occur. Students are required to notify course faculty if absent from clinical, class, skills laboratory, or simulation laboratory. If there are unexplained absences and/or proper notification is not given, the student's ability to continue in the nursing program may be effected.

Absences from Examinations

Students are expected to take all examinations as scheduled. If the student is ill or experiences an emergency, the student should, if at all possible, contact the course faculty prior to the scheduled exam. Failure to notify faculty will result in an exam score of zero.

Absences from Class

Class attendance is strongly encouraged. Students are required to meet with course faculty when absent from class for more than two times. Students are responsible for all class assignments and announcements that are missed.

Absences from Clinical/ Skills Laboratory/ Simulation Laboratory

Students are expected to attend all scheduled clinical, skills laboratory, and simulation laboratory experiences.

Students must notify the instructor and/or Nursing Resource Center scheduling coordinator for any intended absence or tardiness as soon as possible. An absence or excessive tardiness without prior notification will result in a written critical element failure.

Two critical element failures constitutes a course failure.

Please indicate where the new policy should appear in the undergraduate catalog:

Additional Requirements. Nursing majors are expected to carry their own health insurance, as well as liability insurance. Liability insurance is purchased through the University for approximately \$15.00 per year. During clinical courses, there are certain equipment items which students must purchase at an approximate cost of \$100, such as a stethoscope and blood pressure cuff. Majors in Nursing must be prepared to provide their own transportation to clinical agencies as of the second semester sophomore year in the undergraduate program. Uniforms are to be worn in the clinical area and are purchased through the Salem State University Bookstore prior to the second semester, sophomore year.

Throughout the program, ATI standardized tests are administered and count towards the course test grade. During the final semester students must take the ATI Comprehensive Predictor examinations as well as attend a four day intensive ATI review course in preparation for the NCLEX-RN examination for licensure. Please see additional details in the School of Nursing Student Handbook of Academic Policies. A Nursing Resource Center fee of \$100 is assessed for ten of the nursing courses for ATI testing materials and course related examinations.

INSERT: NEW HEADING *School of Nursing Undergraduate Academic Policies* followed by this statement:

Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes. Both Salem State University and the School of Nursing policies are publicly accessible, non-discriminatory, and consistently applied.

Followed by an embedded link: School of Nursing Undergraduate Policies

Attendance Policy will be policy # 1

Rationale for new policy:

Mandated by the Massachusetts Board of Nursing (CMR 6.04 (1) (d)) and CMR 6.04 (3) (a) (2)

Existing Policy as it currently appears in the catalog:

[Empty box for Existing Policy]

Proposed New Policy (as it would appear in the catalog):

[Empty box for Proposed New Policy]

Rationale for change to existing policy:

[Empty box for Rationale for change to existing policy]

Proposed effective date: June 1, 2019

Submitter: Joanne Carlson

Department: Nursing

Date Submitted: 5/3/19