MONTANA STATE UNIVERSITY
COLLEGE OF NURSING

POLICY # C-7

TITLE: STUDENT ATTENDANCE AT CLINICAL AND LABORATORY ORIENTATION*

POLICY: Once each semester begins, students are required to attend the clinical/laboratory orientation arranged by faculty. If extraordinary circumstances beyond the student’s control (e.g. death in the family, serious illness, etc.) preclude the student’s attendance at these orientations, assistance will be offered by the Campus Director as resources are available. The student will not be able to continue in the course if the necessary resources to make up the clinical/lab orientation are unavailable or unwarranted. If the orientation cannot be made up, the student will be "dropped" from the course. The student's progress in the program will then be based on available space through the Semester-by-Semester application process or through re-applying for a new Junior placement, if needed. The student’s placement will be determined according to Policy C-16.

RATIONALE: Orientation to a clinical and/or laboratory course is designed to assist with the transition of students into a clinical or laboratory setting. Absence from orientation may compromise students' learning opportunities and jeopardize the clients' safety. Student attendance at the planned orientation conserves scarce resources.

PROCEDURE: The student will:

1. Anticipate attendance at the clinical and/or laboratory course orientation.
2. Actively seek information about the time and place of these orientations.
3. Attend the scheduled orientation.
4. Inform the faculty member and/or Campus Director prior to the scheduled orientation if some circumstance beyond the student’s control (as previously stated, an extraordinary event) precludes attendance at the orientation.

The faculty member will:

1. Plan an orientation relevant to the specific course.
2. Inform students of the time, place, and expectations of the orientation.
3. Inform the Campus Director of any student’s absence and discuss appropriate actions in regard to the student’s absence.

*Note: This policy is specific for student attendance at clinical/laboratory orientation only.

Reviewed/Approved:

Level I: UAAC (March, 2014)
Level II: Associate Dean for Undergraduate Programs (March, 2014)