



Evergreen Valley College Nurse Assistant/Home Health Aide Training Program Attendance Policy

I. Title: Attendance

II. Purpose: Attendance in class and clinical areas is required for students to meet learning outcomes and regulatory (as outlined by the California Department of Public Health/CDPH) guidelines.

III. Policy Statement:

A. Students may not miss more than the equivalent of the lecture time a course meets over a one-week period. However, to meet CDPH guidelines, an absence must be made up in order to complete the required number of training hours.

If the course involves asynchronous discussions and/or other independent activities, failure to meet the participation requirement in such activities as outlined in the course syllabus will be treated as an absence for the duration of time allocated to the activity.

B. Students may not miss more than the equivalent of the clinical time a course meets over a one-week period. However, to meet CDPH guidelines, an absence must be made up in at the end of the semester or on an opposite section clinical day if space is available, in order to complete the required number of training hours.

C. Students are required to attend all mandatory skills lab sessions.

D. Three (3) unexcused tardies will be equivalent to one absence. Each additional tardy, after 3 unexcused tardies, will be considered an absence. An absence is excused if it is related to illness, family illness which requires the student to attend to the sick family member, or any emergency (such as car accident).

E. If a student is tardy to clinical and such tardiness then results in a risk to the safety of the patient(s), as determined by the clinical instructor, then the student will be sent home and marked absent.

F. Students who do not meet the attendance requirement must meet with their instructor to discuss a remediation plan for success (make-up time and make-up assignments). While every effort is made to assist the student to successfully pass the course, failure to complete hours may lead to a “W” (withdraw), “I” (incomplete), or non-passing grade if the student chooses to stay in the course.