



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Class Attendance Policy
DATE: January 13, 2022

INDEX TITLE: Administration

I. POLICY:

It is the policy of the UPMC Schools of Nursing that attendance is expected at all classes and related experiences as assigned by faculty. Attendance at scheduled classes, examinations, conferences, assigned experiences, and NCLEX review is essential in meeting course and program objectives.

II. PURPOSE:

The purpose of this policy is to reinforce that attendance at scheduled assigned classroom experiences are essential to meeting course and program objectives. Students must achieve all classroom objectives utilizing weekly classroom objectives. Students are expected to be prompt in attendance for assigned classroom experiences.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. PROCEDURE:

1. Faculty will record absences from class as they occur.
 - (a) To be given credit for having attended a class, students must sign the attendance sheet once, prior to the end of class.
 - (b) In order for students to be considered enrolled in a class, he/she must attend a minimum of one of the first three classes.
 - (c) Under no circumstances will any children/dependents (regardless of age) be permitted to attend classroom lecture/labs.
2. Faculty teaching for affiliating colleges or universities will keep attendance records for all of our students.
3. Faculty members are not permitted to grant delays to the start of class for any reason, including severe weather.
4. Any absence due to a declared state of emergency or natural disaster will be handled by the Executive Director or her designee on a case-by-case basis.

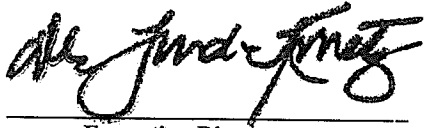
IV. REFERENCED AND RELATED POLICIES:

HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus
UPMC Schools of Nursing Emergencies Policy
UPMC Schools of Nursing Dress Code Policy

Reviewed/ Revised: 01/13/2022

Originated Date:

Effective Date: 01/13/2022

Signature:  Date: 1/13/22
Executive Director
UPMC Schools of Nursing

ADDENDUM to CLASS ATTENDANCE and EXAMINATION POLICIES

Topic: Procedures related to COVID-19

Effective: January 13th, 2022

The following procedures will be put into place beginning January 13th, 2022 to be in full compliance with the directives from the CDC, PA Department of Health and UPMC related to the COVID-19 pandemic.

These procedures will remain in place until restrictions are lifted by all three of the above agencies.

GENERAL GUIDELINES

1. All students who are exhibiting positive symptoms will require testing and follow-up with the Director of the School.
2. Any student who falsifies reporting of symptoms and/or a screening will be subject to the Academic Integrity Policy.

IN-PERSON CLASSES

- a. Students must follow social distancing guidelines as established by the school.
- b. Students must wear a mask at all times while present in the school. Cloth masks are acceptable and must be provided by the student.
- c. Students should limit congregating in large groups.
- d. Students must perform strict hand hygiene frequently throughout the day.

VIRTUAL ENVIRONMENT

2. Students attending class virtually due to a COVID quarantine:
 - a. Students who are quarantined due to their exposure/ positive test can be approved by the Director/ course Chairperson to attend class virtually.
 - b. Students are expected to be present and actively engaged.
 - i. If students opt to leave during the lecture, they are asked to end their Teams meeting.
 - c. Students should be dressed appropriately (per dress code guidelines).
 - d. Students are expected to be in an environment that minimizes distractions.
 - e. Students are asked to mute their devices, unless otherwise instructed by faculty.
 - f. Students are not permitted to utilize Microsoft Teams to record the lectures.
 - g. Examinations that occur during a students quarantine will follow the Examination Policy.